

**Head of School:** Mr Kevin Minnott

**Deputy Headteacher:** Mr Robin Entwistle

**Assistant Headteachers:** Miss Samantha Sapsford & Mrs Tara Treleven



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## School Volunteer Agreement

At James Dixon Primary School we all have a responsibility to ensure individuals and other organisations can trust us with their information, and so it is essential that anyone who has access to confidential, personal and sensitive information understands how to handle, store and share it appropriately in line with our policies and procedures, and complies fully with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR).

As a James Dixon Primary School volunteer you must not discuss this information outside of school, send it by any means to any third party, share it in general conversations, or use it for your own purposes whilst in your role or after your role has ended.

Confidential information must only be used for the specific purposes it was intended and shared on a 'need to know' basis. It may include:

- Information from telephone conversations
- Employment information
- Medical information
- Email/text message/letter content
- Contracts with a service provider
- Information about school activities, finances or planning.

Personal information is any information that can be used to identify a living individual, such as:

- Their name
- Date of Birth
- Address
- Email address
- Phone number
- Personal and sensitive information which could be used to discriminate against them, such as their sexuality, religious or political beliefs, mental or physical health.

It is important to respect and recognise the trust that is placed in you when you are invited into our school community as a volunteer.



**Executive Headteacher: Mrs Michelle Aldred**

Please confirm that you understand the following by signing and dating at the bottom of the page.

1. I will report any concerns that I may have about the welfare or safety of a child, or any disclosure made to me, to a Designated Safeguarding Lead in adherence with our Safeguarding Policy. I have been provided with a copy of the Safeguarding Policy.
2. I must ensure that anything I overhear or am told is not repeated or shared with anybody who should not be party to that information. I will keep confidential any information heard, read or shared between staff members, outside agencies and parents/carers regarding a child or the child's family. In brief, any information disclosed in school must not go any further.
3. I will not post confidential information regarding children, staff members or parents/carers on social networking sites such as Facebook and Twitter. I will not contribute to discussions or conversations on social networking sites regarding the school and anyone associated with it.
4. Should I have any concerns about the conduct of any adult within the school setting I will raise them immediately with a member of the Senior Leadership Team. I have been provided with a copy of the Whistleblowing Policy.
5. I must ensure that conversations of a sensitive nature regarding children or adults take place in a private space.
6. I must ensure that the paperwork regarding children, parents/carers or members of staff is not left on display at any time. Similarly, any paperwork that holds information of a personal or sensitive nature and that is no longer required is disposed of in a confidential waste bin.
7. I will all at times be fully aware that staff and volunteers may well have connections (both family and friends) within the school and may overhear conversations of a sensitive nature.
8. I will uphold the good name of James Dixon Primary School in discussions both inside and outside of school.

Signed (Volunteer):

Date:

Print Name:



Signed (Head of School):

Date:

Print Name: