The Bourne Partnership

Staff Confidentiality Agreement

As part of your role within the school community, you will have access to information concerning the school, the Bourne Partnership, colleagues, pupils and their families. Much of this information is private and sensitive, and it is essential that it is treated with the highest level of confidentiality and professionalism.

You must ensure that confidential information is not disclosed to any unauthorised person. Information should only be accessed, discussed or shared where there is a legitimate professional need, where there is a legal requirement to do so, or where it is necessary in accordance with the school's policies and procedures.

Confidential information includes, but is not limited to:

- pupil records and educational information;
- safeguarding and child protection concerns;
- medical, disability and SEND information;
- information about pupils' family circumstances;
- staff and colleague information;
- financial, operational and organisational information;
- any information that is not publicly available.

You must comply with the school's confidentiality, safeguarding, data protection and acceptable use policies, together with all applicable legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Confidential information must only be shared on a need-to-know basis with appropriate authorised individuals. This may include colleagues with professional responsibility for a child, the school's safeguarding team, external agencies or other persons where there is a legitimate professional purpose or legal requirement.

You must take particular care when discussing confidential matters and should avoid doing so in public areas, including corridors, playgrounds, online meetings, social settings or anywhere conversations may be overheard.

SAFEGUARDING AND CHILDREN'S INFORMATION

You must understand that confidentiality does not prevent the reporting of concerns. You must never promise a child that information they share with you will remain confidential. If a child discloses information or you become concerned about a child's welfare or safety, you must follow the school's safeguarding procedures and report the concern immediately to the appropriate safeguarding lead.

Information relating to pupils and families must only be used for legitimate educational and safeguarding purposes and must never be shared for personal interest or outside the requirements of your role.

The Bourne Partnership

DIGITAL INFORMATION, PHOTOGRAPHS AND SOCIAL MEDIA

Confidential information must not be shared through personal email accounts, social media, messaging platforms, online forums or any other unauthorised digital communication channels.

Photographs, videos or recordings of pupils must only be taken, stored and shared using approved school systems and in accordance with parental consent arrangements and school procedures. Personal devices must not be used for this purpose unless specifically authorised by the school.

You must not post, publish or share photographs, videos, comments or information relating to pupils, families, colleagues or school activities unless this has been authorised by the school and is permitted under relevant policies.

CONTINUING RESPONSIBILITY

Your duty of confidentiality applies both during your employment or association with the school and after it ends. You must not retain, copy, remove, use or disclose confidential information belonging to the school, pupils, families or colleagues after your employment or placement has ended.

This agreement should be read alongside the school's Staff Code of Conduct, Safeguarding Policy, Data Protection Policy, Acceptable Use Policy and other relevant procedures.

BREACH OF CONFIDENTIALITY

I trust that you understand the importance of these responsibilities and the potential harm that could be caused by inappropriate disclosure of confidential information. Any breach of confidentiality or failure to follow information-handling procedures may be dealt with under the school's disciplinary procedures or relevant management processes.

If you are unsure whether information can be shared or how it should be handled, you must seek advice from the Headteacher or an appropriate member of the Senior Leadership Team before taking action.

This agreement forms part of your employment terms and should be retained with your employment documentation. It will be reviewed periodically to ensure that it reflects current legislation, school procedures and best practice.

Yours sincerely,

Nicole Chapman and Terri Daters

I ..... acknowledge that I have read and understood the Staff Confidentiality and Information Handling Agreement and confirm that I will comply fully with these requirements.

Signed: .....

Date: .....