



This policy was adopted by the board on \_\_\_\_\_

To be reviewed by \_\_\_\_\_

Chairperson of the BOM \_\_\_\_\_

Principal & Secretary of the BOM \_\_\_\_\_

Implementation Date \_\_\_\_\_

Date set for Review \_\_\_\_\_

## **Confidentiality Policy**

### **Rationale:**

The policy was designed in order to:

- Have regard for the integrity of pupil's welfare.
- Appropriately inform teachers, ancillary staff, facilitators, volunteers and students on work or co-operative experience of the needs of the students in their care.
- Provide assurance and confidence to parents/guardians that those who interact with their children are unambiguously bound by strict guidelines and have due respect for your child's privacy.

### **Statement:**

Confidentiality pertaining to all school matters is of paramount importance to all those who work or visit our school, and especially those who are in contact with staff and students. This is imperative when working with the students in our care, requiring due regard on behalf of teachers, ancillary staff, facilitators, volunteers and visitors for the privacy and confidentiality of all, as any parent would wish for their child.

### **Declaration of Confidentiality:**

A declaration of confidentiality must be completed and signed by all those who work/volunteer/facilitate within the school, indicating that they clearly understand and are willing to abide by the guidelines governing this policy.

If you agree to the above, you are asked to sign and return the following declaration to the Principal or Deputy Principal.

<b><u>Declaration of Confidentiality</u></b>
I, _____ do hereby agree to keep confidential all matters arising during my time within Saint Augustine's School.
Signed: _____ Date: _____

