

Weddington Primary Out of Hours Club
Winchester Avenue
Nuneaton
Warwickshire. CV110 ODR
Tel: 07952 323245
Email: weddingtonoutofhours@live.co.uk
Ofsted Registration Number: - 2634889

CONFIDENTIALITY AGREEMENT

Dear Staff Member

During your work in Out of Hours you should be aware that ALL information concerning children and staff is confidential and MUST remain in school.

The care and safety of our children is paramount, and for this reason we ask that all staff members sign this confidentiality agreement.

Please sign the statement below to confirm your acceptance of these conditions and return the letter to the Manager/Deputy Manager.

If during your work in Out of Hours, you have concerns about any aspect of the setting or other staff members, please speak to the Manager who will then take appropriate action.

Thank you for your co-operation.

I agree to ensure that all the information that may come to my attention in Out of Hours, about individual children or staff within the setting, remains confidential and will not be discussed outside school with parents or on social media sites.

I agree that my mobile phone will be switched off and locked in the provided lockers when working in the setting. I will not take photos of children or the school on personal equipment, unless given permission by the Manager or Deputy.

Signed Name in print.....

Date

