

## GDPR: Condition of Entry

### For attention of all employees, volunteers, visitors and contractors

Amendment August 2026: Addition of point 1

#### Introduction

All employees, volunteers, visitors and contractors should be aware that information relating to individual children or members of staff is confidential. This agreement is intended to help you understand how to protect children at all times. The agreement also aims to give employees, volunteers, visitors and contractors clear, unambiguous guidance as to their legal and professional roles and to ensure good practice throughout the school and trust.

#### Agreement

I understand my role and responsibility in maintaining the confidentiality of children and members of staff at Thriftwood School and College, as detailed below:

1. I will inform reception, prior to entry, if I or any member of my party has a known allergy or medical condition that may require consideration whilst on site, so that appropriate health and safety risk assessment and control measures can be considered and implemented where necessary.
2. I recognise that I am in a position whereby, at certain times, I may have access to information concerning individual stakeholders. I am aware that members of staff and volunteers may well have connections (family or friends) within the school or college and may overhear conversations of a sensitive nature.
3. I agree to only discuss information relating to Thriftwood School and College and its stakeholders on a 'need to know' basis. I will keep confidential any information heard, read or shared between members of staff, outside agencies and parents/carers regarding a child or the child's family.
4. I understand that the use of smart glasses, wearable cameras or other wearable devices capable of recording, photographing, livestreaming, processing or transmitting images, audio or video is not permitted on trust, school or college premises. Exceptions may only be made where the device is required for a documented medical reason or reasonable adjustment and has been authorised in advance by the headteacher or their representative.
5. I understand that I must not take photographs, videos, screenshots or audio recordings of learners, staff or visitors unless expressly authorised to do so by the school or college.
6. I agree not to post or share information online through any means, including social media sites (e.g. Facebook, Twitter), which relates to any individual stakeholder or brings the school, college or trust into disrepute. I will not contribute to discussions or conversations on social networking sites regarding the school or college and anyone associated with it.
7. I agree to pass anything I hear which raises questions about the professionalism of someone working at the school or college to the headteacher, Georgina Pryke.
8. I agree to report anything of concern regarding a child, or if a child reports anything of concern, to the designated person for child protection – the school or college lead or the pastoral team.
9. I agree to conduct conversations of a sensitive nature regarding children or adults in a private space.
10. I agree not to leave paperwork regarding children, parents or members of staff on display at any time. I also agree that paperwork that contains personal or sensitive information that is no longer required is shredded.



11. As a volunteer, I understand that I am responsible to the teacher with whom I am placed, and I should discuss with them any concerns or information that needs to be shared about stakeholders.
12. I agree to refer all requests for information by an outside agency or the media to the headteacher, Georgina Pryke.
13. I agree to uphold the good name of Thriftwood School and College and SEAX Trust in discussions both inside and outside the school.

