GDPR: Condition of Entry

For attention of all employees, volunteers, visitors and contractors

Amendment Sept26 – Point 4 partially amended.
Amendment Nov26 – Addition of 'Your Personal Safety'

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 and yourself 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, college 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 staff, 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, college or trust 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, covert recording devices 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.

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, college or trust.

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 lead, the 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 the SEAX Trust in discussions both inside and outside the school or college.

Your Personal Safety

- **FIRE:** If the fire alarm sounds, please evacuate the building by the nearest exit and go to the muster point at college in the yard/playground or at school to the nearest playground or car park.

- **LOCKDOWN:** If the lockdown alarm sounds, we follow the '**RUN, HIDE, TELL'** principle. Please **RUN** to a place of safety – do not attempt to confront, surrender or negotiate with an intruder. If there's nowhere to go, then **HIDE.** Turn your phone to silent and barricade yourself in. When it's safe to do so, **TELL** the police by calling 999.

- **FIRST AID:** If you experience a personal accident, injury or incident whilst on site, please report to school or college reception staff who will alert a first aider to assist you.

If you would like further information on keeping yourself safe whilst on site, please ask at reception to read our policies.