

## CONFIDENTIALITY AGREEMENT 2025

As a visitor, you will see and hear different things throughout our school.

All members of our staff are bound by a privacy agreement and it is imperative that you also maintain confidentiality at all times.

As a visitor at South Melbourne Park Primary School you agree to adhere to our Confidentiality Agreement and Code of Conduct, including, but not limited to the following:

- Despite acting with the best of intentions, do not discuss children's learning abilities or performance with other parents, children or volunteers.
- Maintain privacy in relation to the students, staff, parents and other volunteers at all times.
- Do **not** to take photos or videos of students and staff, nor place any photos/videos of students and staff on social media.
- Live by the saying 'What happens in the classroom stays in the classroom'.
- Inform the classroom teacher of any concerns/student disclosures as soon as practicable.
- Live by our school values, modelling these values at all times.

Any volunteer who is found to be in breach of any confidential matter relating to South Melbourne Park Primary School, its staff, students, parents or volunteers will be given the opportunity to discuss this with the school Principal but may be excluded from visiting at South Melbourne Park Primary School.

I ..... (full name)

have read the 1) Confidentiality Agreement (this document), 2) Code of Conduct Policy, 3) Child Safety and Wellbeing Policy, 4) Child Safe Standards and the 5) Visitors Policy, attended a Volunteer Induction, and agree to adhere to the policies and maintain confidentiality to South Melbourne Park Primary School, its staff, students, parents and volunteers at all times.

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Signed

Date

