

Acacia Pre-school

Policy Written by: Leigh Smith

Date Written: September 2014

Date Reviewed: September 2018

Date for Next Review: September 2019



Committee Confidentiality Agreement

First of all, thank you for volunteering to be a Committee Member of Acacia Pre-school!

Your help and support during your time on the committee is greatly appreciated. The role carries certain responsibilities and privileges, including the requirement to ensure that a variety of pre-school matters remain confidential.

By signing this agreement, you agree to uphold Acacia Pre-school's Confidentiality Policy. This means you will not share information about any child that attends Acacia or any staff information with anyone other than those who are directly involved.

Examples of confidential information are:

- Information about staff and the children that attend Acacia.
- Information about actions of the Committee that are not published in the committee minutes.
- Information accessed by 'privilege' e.g. notices on staff noticeboard.
- Information about future pre-school plans / actions that have not been disclosed to parents.
- I understand that I may have access to confidential information and that it is my responsibility to maintain the integrity of this information and to keep it private.

I further understand that disclosure of any confidential information will result in the termination of my membership of the committee.

_____ PRINT NAME

_____ Signature Date _____

_____ Signature of Manager Date _____