

## Our Lady of Victories Infant School

Ballymun Road,  
Dublin 9, DO9YC99.  
E-mail: office@olvinfants.com  
Telephone: (01) 837 2372  
Web: www.olvinfants.com



Dear \_\_\_\_\_

On behalf of the members of the Board of Management, I wish to welcome you to Our Lady of Victories Infant School in your role as (tick as appropriate):

- Parent volunteer
- Teaching Placement Student
- SNA Placement Student
- Work-experience Student
- Visiting Student from DCU
- Other \_\_\_\_\_

Please read the following Policy on Confidentiality:

### **Our Lady of Victories Infant School Policy on Confidentiality**

#### **Rationale:**

This Draft Policy was designed in order to:

- Have regard for the integrity of pupils' welfare
- Offer protection for those volunteers who give their time to the school
- Provide assurance and confidence to parents in general that those who volunteer are unambiguously bound by strict guidelines and have due respect for your child's privacy.

#### **Statement:**

Confidentiality pertaining to all school matters is of paramount importance to all those who work or visit our school, and especially those who are in contact with staff and students. This is imperative in the case of those who have direct contact with pupils who may be experiencing difficulty or have a variety of learning styles. This is a sensitive area, requiring all involved to have due regard for the privacy and confidentiality of all, as any parent would wish for their child. Discussion about a child's progress with any party other than the classroom teacher is not tolerated.

#### **Declaration of Confidentiality:**

A declaration of confidentiality must be completed and signed by all those who volunteer/work within the school, indicating that they clearly understand and are willing to abide by the guidelines governing this policy. If you agree to the above, we would ask you to sign and return the following declaration to the school.

**Thanks you for your help and assistance.**

**Mary McDonnell**

**School Principal**

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### **Declaration of Confidentiality**

I, \_\_\_\_\_ do hereby agree to keep **confidential** all matters arising during my time within Our Lady of Victories Infant School.

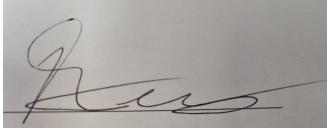
Signed \_\_\_\_\_

Date \_\_\_\_\_

This policy pertaining to Confidentiality in Our Lady of Victories Infant School was ratified by the BOM on 25th October 2022.

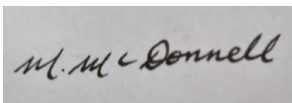
Signature of Chairperson

25 /10/2022

A handwritten signature in black ink, appearing to be 'Rus', written on a light-colored background.

Signature of Principal

25 /10/2022

A handwritten signature in black ink, reading 'M. M. McDonnell', written on a light-colored background.