

Confidentiality agreement

The committee, staff and volunteers of Colyton Caterpillars Childcare regularly discuss matters that should remain confidential at ALL times. It is extremely important that anything discussed during a committee/staff meeting or in a session should remain with the committee/staff members or students and should never be discussed with people outside of the committee or setting staff.

If you agree with this statement, we would be please if you would sign the agreement below and abide by the terms at all times.

Anyone found to be breaching confidentiality rules will be dismissed immediately and without notice.

Thankyou for your cooperation in this matter.

I ..... (print name) hereby agree to keep all committee/staff business confidential at all times and understand that to breach confidentiality is a serious act of misconduct.

..... (signature)

..... (date)