

Volunteer confidentiality code of conduct policy

Zainabiya Madressa is part of the local community. We are fortunate to have dedicated volunteers who have a passion to nurture piety in our children who will be the future leaders InshaAllah.

This agreement is intended to help you understand how to protect the friendly and agreeable atmosphere we have, whilst also being aware of the need for professionalism. It is important to respect and recognise the trust that is placed in you when you are invited into the Zainabiya Madressa community as a volunteer, staff or in any other capacity.

I understand that during my time at Zainabiya Madressa:

- I must ensure that anything I overhear or am told is not repeated or shared with anybody who should not be party to that information.
- I will keep confidential any information heard, read, or shared between staff members, outside agencies and parents/carers regarding a child or the child's family.
- I will not post confidential information regarding children, staff members or parents on social networking sites such as Facebook and Twitter.
- I will not contribute to discussions or conversations on social networking sites regarding the Madressa and anyone associated with it.
- I must ensure that anything I hear that raises questions about professionalism is immediately passed on to the HoD, Principal, Management Team.
- I must ensure that if I notice anything of concern regarding a child, or if a child reports anything of concern to me, I will notify the designated person for child protection / safeguarding.
- I must ensure that conversations of a sensitive nature regarding children or adults take place in a private space.
- I must ensure that paperwork regarding children, parents or members of staff is not left on display at any time. Similarly, any paperwork that holds information of a personal or sensitive nature and that is no longer required, must be handed to the MMT.
- I will always be fully aware that staff and volunteers may well have connections (both family and friends) within the school and may overhear conversations of a sensitive nature.
- I will use materials, resources or technology related to Zainabiya Madressa with care and ensure that I return them to the administrative team when I leave. I also acknowledge that these are properties of Zainabiya Madressa and will not intentionally or unintentionally be shared with people outside of the Madressa.

We also expect all members of the public – parents, students and other persons engaging with the Madressa in any capacity to follow these guidelines to ensure a safe and friendly environment for all.

Updated May 2024

Changes to the Policy

The Madressa reserves the right to make any changes and revisions to, or withdraw all or parts of, this policy from time to time as it considers appropriate without prior consultation or notice.