November 2026

Volunteer Confidentiality Agreement

As a Number Champions volunteer, you may learn or be given information about children, families, schools, staff, volunteers or Number Champions, that is not available to the public.

You must keep this information confidential. This means you must not share it with anyone who does not need to know it as part of your role.

1. Keeping information confidential

Confidential information includes, for example:

- Personal information about children, families, teachers, school staff, volunteers or other individuals.
- Information about a child's progress, needs, circumstances or family.
- Information about the school, its activities or its plans.
- Information about Number Champions, its activities, volunteers or future plans.

You must not share confidential information with other people or use it for your own purposes, either while volunteering with Number Champions or after you leave. You should take reasonable care to make sure that confidential information is not accidentally shared, seen or accessed by other people.

2. Sharing information as part of your role

You may need to share confidential information with Number Champions staff, your Mentor, the Designated Safeguarding Lead or Trustees when this is necessary for your volunteering role.
For example, you may need to ask for advice, discuss a child's progress or report a concern.
You should only share information with people who need it for their role.

3. Looking after information

You must follow the Number Champions Data Protection Policy.
You should only keep written or electronic records containing confidential information when they are needed for your role. You must keep these records safe and secure.
When you stop volunteering with Number Champions, you must securely delete all confidential information you hold and confirm that you have done this.

4. Speaking or writing about Number Champions

You must not publish or share statements about Number Champions or its activities on social media, in the press or through other forms of media on behalf of the charity unless you have permission from Number Champions.

If you wish to share your own opinions or experiences, you must make it clear that you are speaking for yourself and not on behalf of Number Champions.

You must always respect the confidentiality of children, families, schools, staff and volunteers when sharing your personal views or experiences.

5. When confidentiality does not apply

Confidentiality must **never** prevent you from reporting a concern or meeting a legal responsibility.
For example:

- If you are worried that a child may be at risk of harm, you must report your concern to the school's Designated Safeguarding Lead and Number Champions' Designated Safeguarding Lead, following the Number Champions safeguarding procedures.
- If you believe that a crime is being committed or planned, you may report this to the police, even if your information is confidential.
- You may share confidential information if you are legally required to do so.

If you are unsure whether you should share information, seek advice from Number Champions.

6. Information that becomes public

If confidential information becomes publicly available through no fault of yours, it is no longer covered by this agreement.

7. Your agreement

By signing your agreement to Number Champions polices, you confirm:

- You have read and understood this agreement.
- You agree to follow its requirements while volunteering with Number Champions and after you leave.