



ST ANDREW'S
CATHEDRAL SCHOOL

Dear Staff Member or Associate

CONFIDENTIALITY STATEMENT

During your time at St Andrew's Cathedral School you may be privy to certain pieces of information that are sensitive and/or confidential.

We would emphasise that any information that you receive, be that in written form, via electronic media or verbally, is to be treated in the strictest confidence.

It is imperative that you;

1. Be aware of and adhere to the School's Privacy Policy and ensure a right of privacy to staff and students

2. Maintain the highest level of confidentiality towards information to which you are privy

Please sign and return to the School the attached copy to acknowledge that you agree to points one and two listed above.

Name :

Signature:..... Date:.....



ACCEPTANCE OF SACS CODE OF CONDUCT AND CHILD PROTECTION POLICY

I, certify that I have
(Print Full Name)
read, understood, and agree to comply with the terms of the St Andrew's Cathedral School
Code of Conduct and Child Protection Policy.

The Code of Conduct

The Code of Conduct indicates that you are expected to (Circle the correct answer for each statement):

- i) Perform your duties to the best of your ability and be accountable for your performance Yes No
- ii) Act honestly and in good faith in fulfilling your duties Yes No
- iii) Support and act consistent with the Vision, Mission, and Core Values of the School Yes No
- iv) Not comply with the School's policies and procedures Yes No

The Child Protection Policy

Which groups are considered 'staff members' for the purposes of this policy? (Circle all correct answers)

- i) Employees
- ii) Contractors
- iii) Volunteers

How often must each 'staff member' participate in child protection training and additional training, as directed by the Head of School?

- i) Quarterly
- ii) Annually
- iii) Every three years
- iv) Only when they start

For the purposes of this policy, are all 'staff members' at SACS considered mandatory reporters?
Yes No

Should you wish to refer to the Code of Conduct or Child Protection Policy in the future, from where would you seek another copy? (If you're not sure because you haven't started at SACS yet, that's ok. Take a guess):

- i) Complispace
- ii) My supervisor in the faculty or department in which I work
- iii) The SACS Volunteer or Contractor coordinator with whom I've communicated / am communicating.
- iv) Other

Signed:

Print Name:

Date: