



# Volunteer Confidentiality Policy

## **Rationale:**

At Bonbeach Primary School, we acknowledge parents as the first educators of their children and strongly encourage them to be involved in the education of their children. It is our hope that parents will join in partnership with the staff of the school as a learning community and work together to provide quality education for our students.

Parents are often invited to act as helpers in many classes. This can include such tasks as: helping students with reading or maths activities; helping with art or cooking; working as a volunteer at sporting events; or assisting with the swimming program.

Parents are also invited to: assist at the Farmers' Market, library, Uniform Shop, with Scholastic Book ordering, participate as a member of School Council or a variety of subcommittees etc. Parents can also work in a voluntary capacity in the canteen, and they may be asked to act as a Parent Representative for their child's class. Individual class teachers may also ask parents for assistance in other areas.

At all times, parents who volunteer to work in these situations are formally and informally given access to certain information about students, teachers and class activities. Out of respect for Privacy legislation, the rights of students, staff and other parents and courtesy, all parent volunteers need to be mindful of confidentiality and ensure that they do not share or discuss any information or facts that they see or hear at school.

## **Policy:**

Bonbeach Primary School appreciates the support and contribution our many volunteer helpers give to our school. Parents, carers, preservice teachers and other members of the community are welcomed and invited to be involved in their child's education. The generosity of volunteers is appreciated by both staff and students. In line with Privacy legislation the school now expects all volunteers to sign the confidentiality declaration in the to maintain confidentiality in relation to matters the volunteer may be exposed to as a consequence of the volunteering. This will ensure that each person's rights, privacy and dignity are protected. Volunteers will need to respect the confidentiality of staff, students and other parents at all times. Signed statements will be kept on file in the school office.

## **Implementation:**

When parents, carers, preservice teachers or other and other members of the community are invited to act as volunteers at school, they will be asked to sign the Code of Conduct which also contains a confidentiality statement.

The Code of Conduct will be given to them and they will be asked to read and sign it. Breaches in confidentiality will be treated seriously and the parents involved will be asked to meet with the Principal or Assistant Principal.

Confidentiality will be discussed with all parent volunteers before they begin work in the classes or at school.

If volunteers have any questions or concerns in relation to a student or something they are exposed to during their volunteering they are strongly encouraged to raise it with the classroom teacher in the first instance. If the question or concern is not addressed to the satisfaction of the volunteer the matter may then be raised with a senior teacher, Assistant Principal or Principal.

### **Interaction with existing policies**

This policy is to be read in conjunction with the Child Safe Policy, the Code of Conduct for Staff, Volunteers and Contractors, the Privacy Policy and the

### **Evaluation**

This policy will be reviewed as part of the school's three-year review cycle.

This policy was approved by School Council on 13 December 2016.