



Confidentiality Agreement for Volunteers

Guidelines

Teacher, staff and adults working in the School Community will at times be privy to confidential information about students and their families.

It will be often necessary to share some of this information with volunteers in order for them to work with children. It is necessary therefore to fully understand that this information is protected and maintained under strict confidentiality policy.

By understanding and agreeing to the following principles. The dignity and respect of all School Community members will be protected.

- I must never discuss a child or share my knowledge of a child with anyone who is not authorised to receive such information
- I will defer to the class teacher or school administration on request for information which may come from a parent or carer of a child
- I will ensure that any discussions I need to have with a class teachers are conducted in a safe, secure environment to avoid any information being overheard or shared with other people
- I understand that I may also be privy to information about staff or students' parents or carers and this information is strictly confidential
- I understand that any information about students, parents or staff remains confidential even after I leave my position
- I understand that any such breach of confidentiality is a serious breach of trust and this breach may result in my services as a volunteer being discontinued

Name: _____

Signature of Volunteer: _____

Signature of Principal: _____

Date: ____ / ____ / ____

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