

SMITH SCHOOL

VOLUNTEER CONFIDENTIALITY

Dear Volunteers:

In response to much of the current legislation regarding Freedom of Information and the right to privacy of our students and their parents it is necessary to review and remind ourselves of the following:

In the Classroom

- * Volunteers need to respect the privacy and confidentiality of the teacher's desk and work area. If you are unsure where this is please ask.
- * Information that concerns the student's academic and/or personal well-being will be regarded as confidential
- * There may be some situations where volunteers are privy to marks and scores. These will not be shared with other students or individuals inside or outside of the classroom.
- * Incidents which can be of an embarrassing nature to a student, such as temper tantrums and disciplinary actions are not to be shared with other people or become gossip topics.

In the Office

- * The office computers house personal information on all students. Therefore, volunteer work will be relocated.
- * Phone conversations and office talk, while important to the day to day running of the administrative duties of any school, are always to be regarded as confidential.

School Trips

- * School trips may lend themselves to all kinds of personal information supplied by students or staff. This information will be treated as confidential.

Parent Assisted Reading Programme

- * The privacy of both parents and children must be respected at all times.
- * Do not mention the names of children or teachers with whom you are working in front of your own children or other parents

As a volunteer in the school, I have read the above statements, the "Volunteer Program" brochure provided, and understand the conditions by which I must accept responsibility.

Volunteer Signature

Dated

The volunteers of the Smith School community are valued partners in the education. We appreciate your tireless efforts to provide quality assistance.

We look forward to having you become a member of our Smith School Team.