



CONDUCT AND CONFIDENTIALITY DECLARATION SCHOOL VOLUNTEERS / VISITORS

As a volunteer in our school we greatly appreciate and value the assistance that you provide. When undertaking the various roles or jobs at the school, we ask you to be aware of the following policy regarding confidentiality:

1. All children's classroom work, records, minutes of meetings and any discussion, information received from other parties, results, content of notes or letters from parents/carers and behaviour are highly confidential. This information must not be discussed or referred to with any other person except when speaking with the teacher or colleagues about the role or support you might be providing in the classroom.
2. Events and serious incidents do occur from time to time in school. The circumstances of these situations and actions taken by the school are best explained to the parents and the community by the school administration. If you are concerned by what you see or hear in the school, we appreciate you discussing this with the staff member you are working with and/or the principal/deputy principal. False or misguided information can seriously affect the school community and it is important that the school handles incidents in a considered and careful manner.
3. You may be informed by a student or have access to information about a child's health background or family situation, which is of a sensitive nature. This is privileged information and must not be shared with any other person outside the school. If you feel the information you receive has the potential to place a child at risk you have an obligation to discuss the matter with the teacher/line manager.
4. In volunteering at Comet Bay Primary School, I understand that in fulfilling this role, I become one of a team of people who work to provide quality education to the students in our care. I understand that my role is one of support for the school staff and students.
5. All my communications with staff and students will be respectful, courteous, and fair; and contribute to a workplace that is free of harassment, bullying, or discrimination.
6. I will respect the confidentiality of all staff and students at all times and will not discuss or divulge any information or activity which occurs at the school. I will respect the rights, privacy and dignity of all members of our school community and will not take digital recordings (including photographs, audio and/or video) of staff, students or other school community members without their permission.

Name: _____ Signed: _____ Date: _____