



Parent, Volunteers and Confidentiality Policy

Date of Policy:

Date of last major review:

Date of next major review:

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RATIONALE:

At Cudgee P.S., 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 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 and assisting with the swimming program. Parents are also invited to take part in school camps and excursions and to be of assistance to the staff in supervising the students on these occasions. **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:

Parents are welcomed and invited to be involved in their child's education. All parents who work as volunteers at school will be expected to read and sign a Confidentiality Statement. They will need to respect the confidentiality of staff, students and other parents at all times. Signed statements will be kept on file in the office.

IMPLEMENTATION:

When parents are invited to act as volunteers at school, the attached Confidentiality Statement will be given to them and they will be asked to read and sign it.

On behalf of the Cudgee P.S. thank you for volunteering to be a school helper this year. Your generosity is appreciated by both staff and students. In light of recent changes to Privacy legislation and out of respect for every member of our school community, we would ask that you please read and sign the statement about School Confidentiality printed below. By following these few simple guidelines, we will ensure that each person's rights, privacy and dignity are protected. Thank you for your understanding and co-operation.

Yours sincerely,

Fiona Selway – Principal

(Please detach and return to school)

Confidentiality Agreement

In volunteering to work as a helper at Cudjee P.S. I _____ understand that in fulfilling this role, I become one of the 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.

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 school. I will respect the rights, privacy and dignity of all members of the school community. I will seek assistance when it is needed and will respect the rights and dignity of all members of the school Community at all times.

Signed: _____