



CONFIDENTIALITY DECLARATION – SCHOOL VOLUNTEERS AND VISITORS

As a helper in our school, we greatly appreciate and value the assistance that you provide.

When undertaking any 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 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. If you are concerned by what you see or hear in the school whilst you are on site, we appreciate you discussing this with the staff member you are working with and/or the Principal/Deputy Principal. False or inaccurate 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 other than school staff. 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 and or the Principal/Deputy Principal.

Thank you for your understanding.

Yours faithfully

Jenny Hirsch
Principal

YOKINE PRIMARY SCHOOL CONFIDENTIALITY FORM

Child/Student Name: _____ Room: _____

I _____ have read the school's policy (above) on classroom helper and visitors' confidentiality and understand the need for confidentiality when working with the children in the school.

Signed: _____ Date: _____

Respect | Responsibility | Resilience