



## WILLIAMS PRIMARY SCHOOL

### CONFIDENTIALITY DECLARATION – EMPLOYEES, SCHOOL VOLUNTEERS AND VISITORS

As an employee, helper 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 guidelines regarding confidentiality.

- 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 principal, teacher or colleagues about the role or support you might be providing in the classroom.
- Events and serious incidents do occur from time to time in a school. The circumstances of these situations and the 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. Staff and volunteers are reminded that the principal is the only member of staff who can authorise the release of information from the school.
- 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.

Education Assistants and volunteers should not respond to requests or disclosures without first referring to the class teacher who holds responsibility for all communication with parents in relation to student progress.

Confidentiality is a requirement of all staff under the Department of Education's Code of Conduct.

Information is to be relayed to the line manager only. Education Assistants and volunteers must promptly pass all written or verbal information to the class teacher.

#### **PLEASE TICK ONE BOX**

(1)	I declare that I do not have any convictions, circumstances or reasons that might preclude my working with or near children.	<input type="checkbox"/>
(2)	I declare that I do have convictions, circumstances or reasons that might preclude my working with or near children. The nature of these convictions, circumstances or reasons are outlined over the page.	<input type="checkbox"/>

I certify the accuracy of the above information. I am aware that I may be required to provide a police clearance if it is considered necessary to verify the information provided. Thank you

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Please indicate relationship to the student (e.g. parent/guardian/responsible person): \_\_\_\_\_

Name of student(s): \_\_\_\_\_ Year: \_\_\_\_\_