

# **VOLUNTEERS & CONFIDENTIALITY**

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## **1. RATIONALE:**

Volunteers add significantly to the human resources available to the school, and consequently they deserve encouragement, effective management, support and recognition. The importance of confidentiality is paramount when working in schools. Volunteers need to be made aware of the importance of confidentiality and associated implications.

## **2. AIMS:**

- 2.1 To maximise the number and variety of effective volunteers who contribute to our school.
- 2.2 To ensure volunteers do not disclose information of a personal nature pertaining to students, staff or other workers within the school.
- 2.3 To ensure volunteers do not disclose information regarding students' academic performance, social behaviour or welfare needs, unless consulted by relevant staff.
- 2.4 To uphold a positive school image within the school community.
- 2.5 To provide volunteers with the support and recognition they deserve.

## **3. IMPLEMENTATION:**

- 3.1 Volunteers are actively encouraged to partake in school activities, and will be invited to do so providing they have a satisfactory Working With Children Check prior to their participation.
- 3.2 An electronic copy of all volunteers with Working With Children Checks is stored on O drive for teachers to refer to.
- 3.3 At the start of each term the office will highlight WWC checks that are due to run out during the term.
- 3.4 Teachers will be notified if a WWC is due to expire and they will notify the volunteer.
- 3.2 Volunteers will be sought formally through the newsletter, written invitations and personal approaches, as well as informally through conversation and opportunity.
- 3.3 Volunteers are required to carry out tasks in a manner consistent with school expectations, including maintenance of a professional, cooperative and confidential working environment.
- 3.4 Volunteers working in the classroom need to complete the Parent Training course.
- 3.5 Volunteers wanting to voice concern regarding students, staff or any aspect of schooling should discuss their concerns with the staff member in charge of the program in which they are involved. Volunteers should meet with an Assistant Principal to further discuss their concerns, in the event that they are not satisfied with initial outcomes, after discussions with program leaders.
- 3.6 Volunteers may be sought to assist with excursions or the swimming program. School Council requires that volunteers assisting with excursions or the swimming program provide a satisfactory Working With Children Check prior to their participation.
- 3.7 Individuals or groups of volunteers will be highlighted in the newsletter, publicising their contributions to the school.

- 3.8 Volunteers will be required to register at the administration office on arrival and wear a visitors badge whilst in the school.
- 3.9 A morning tea will be provided in term 4 to thank volunteers for their contributions throughout the year.

#### **4. EVALUATION:**

This policy will be reviewed as part of the school's review cycle.