



## School - Based Volunteer Confidentiality Agreement

(Updated: 17/3/2021)

A volunteer is someone who gives their time, talent, energy, and expertise freely without charge in a productive way to enhance and enrich our school community.

They may be relatives of students or people who have responded to a request. We value our volunteers highly and recognise the important role they play in providing a full and effective education for our children.

On arrival each day, parent volunteers are to report to the office to sign in using Pass tab on the iPad, and collect and wear a Visitor's Lanyard. This enables the school to know who is in the school in case of emergencies and lets staff and students know you are a recognised visitor to the school.

### As a volunteer you are expected to:

- be loyal to Upper Ferntree Gully Primary School by upholding its standards and performing your duties according to its policies and philosophies
- treat any information you acquire about the students as strictly CONFIDENTIAL
- respect the confidentiality of students and teachers by being careful about what you say within and beyond the school setting
- treat all students, their families and our school staff with dignity and respect
- keep children under your supervision and within sight of the class teacher
- be supportive and encouraging of other volunteers
- be dependable and consistent in fulfilling your obligations
- enter and leave a classroom quietly so that the children are not disrupted
- follow direction from the classroom teacher
- clearly state the duties you prefer not to do so that they may be assigned to other volunteers
- ask for more information if you do not feel confident with a particular task.

### Volunteers are not to:

- Take photographs, video or digital images of students other than their own child. Photographs, video or digital images of other students are considered "personal information" and therefore their use and disclosure are governed by the Information Privacy Act 2000 (Vic) (IP Act) and the Information Privacy Principles contained within it
- communicate or upload to social media sites, information about and/or images of parents, staff or students
- communicate to other parents' opinions/information about the children in the classroom. All communication about students is the responsibility of the teacher in charge

### **We want you to feel comfortable in your role as a volunteer.**

To be a volunteer at our school, a *Working With Children Card*, provided by the Department of Justice, is required. The *Working With Children Check*, is a minimum checking standard set by the *Working with Children Act 2005*, for those who work with children, either on a paid or voluntary basis.

Before assisting with school based activities please show a receipt as proof that you have applied for a WWC Check with the Department of Justice, or alternatively, present your WWC Card at the School Office. To apply for a Working With Children Check, you need to:

- Fill in an application (See included online link)
- Obtain a passport size photograph of yourself and gather your proof of identity documents
- Lodge your application at a participating Australia Post retail outlet

For more information: <http://www.workingwithchildren.vic.gov.au/home/>

Because of Privacy Laws the school is asking Volunteers to sign a 'Confidentiality Agreement' stating that they agree not to discuss Upper Ferntree Gully Primary School students with anyone other than the class teacher.

Upper Ferntree Gully Primary School thanks you for your time and co-operation.

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I ..... a Volunteer for Class / activity .....

agree to abide by the Upper Ferntree Gully Primary School Guidelines and Confidentiality Agreement in this document.

Signed: ..... Date .....

NB: A photocopy of your signed agreement will be returned to you