


<b>GEELONG BAPTIST COLLEGE</b> <b>CONFIDENTIALITY POLICY FOR VOLUNTEERS</b>			
Adopted by: Board	Reviewed by: Principals	Date: 2023	
To Be Reviewed: 2024			

At Geelong Baptist College, we are blessed to have a number of volunteers who assist in and around the College. Overall, the volunteer help we receive spans a vast array of activities, tasks and events. This support is greatly appreciated by the College.

**VOLUNTEERS**

Volunteers are parents, relatives, or friends who have agreed to make a commitment in time and effort to the College’s program on a regular basis.

Allowing voluntary aides to work in our College provides an opportunity for parents and other family members to be involved in a practical way in their children’s education by assisting teachers in (and out of) the classroom with a variety of teaching and teaching-related activities. This assistance is also of benefit to teachers in carrying out teaching duties. Consequently, all parties (students, parents and teachers) profit from the fact that the essential harmony among parents, teachers and students is strengthened.

Staff will consider appropriateness of tasks delegated to volunteers and which activities they are asked to assist with. Privacy and confidentiality need to be honoured at all times.

Volunteers will not be left in charge of a classroom (unless in an extreme emergency situation) and should remain under teacher supervision whilst working with a group of students.

**PURPOSE**

A Confidentiality Policy is designed to protect confidential information from being misused by those to whom such information will be or has been disclosed. It is used in any situation where information being disclosed must remain confidential.

Therefore, to protect any information that may be disclosed to volunteers whilst they assist in classrooms and/or around the College grounds, the College believes it is important to have a signed Confidentiality Policy Agreement from every person to whom the confidential information may be disclosed either directly or indirectly.

As confidential information about students, their academic achievements and/or ability, their behaviour and/or their personal lives may be disclosed during your time within the College. It is vital to only allow access to the classroom by those volunteers who are prepared to commit to this agreement to keep confidential such information as they may hear or see whilst assisting with an activity.

This is a crucial step towards protecting the students and the College from unnecessary and/or inappropriate bullying, comparison or criticism.

Helpers in the classroom must respect staff and student privacy by ensuring they keep confidential the following:

- Information about individual student's academic ability or academic performance in the classroom or around the school grounds

This includes but is not limited to information about student's marks, quality of work, level in reading etc.

- Information about individual student's behaviour whilst in the classroom or around the school grounds
- Information about individual student's participation/ability in any activities, including special events or sporting events
- Information which students may share about themselves or their families
- Information about staff or parents, either professional or personal

If at any time parents are concerned about what they have heard or seen they should discuss it with appropriate College staff; not other parents.

The above expectations are to be upheld by all parents and volunteers.

Information that is made public through the College newsletter, class notes or other such documents is not confidential and does not come under this Confidentiality Policy.

This Policy has been created solely for the protection and privacy of staff and students at Geelong Baptist College. Therefore, breach of this Policy may result in a parent not being able to continue in that role for a determined period of time.

This Confidentiality Policy is to be signed and dated by all individuals who volunteer or help out at the College.

#### **CONFIDENTIALITY POLICY AGREEMENT**

I \_\_\_\_\_ have read and understand the importance of maintaining confidentiality of the information and events disclosed at Geelong Baptist College.

I understand that as a volunteer at the College, I have the responsibility to protect the privacy of staff and students by keeping disclosed information confidential.

I also understand the consequences to be fair and just if this Confidentiality Policy were breached.

Signed \_\_\_\_\_

Date \_\_\_\_\_