



## Volunteers and Confidentiality Policy

### **RATIONALE**

Narre Warren North Primary School is committed to child safety and establishing and maintaining child safe and child friendly environments where all children are valued and feel safe. We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently through our policies and procedures.

Personal information is any information that identifies an individual; it may be enrolment information, health or student progress information. Schools have a responsibility to ensure the personal information they possess is used for the purposes it was collected and is adequately secured.

As a volunteer you may occasionally access personal information of students, staff, and others in the school community. There are legislative requirements that prescribe how an individual's personal information can be collected, used and disclosed, stored and accessed. Personal information includes health information.

Confidentiality is a fundamental attribute of any professional organisation. The protection of confidential information relating to others is a serious moral, professional, ethical and legal responsibility that our school recognises and upholds.

### **PURPOSE OF THE POLICY**

For the purpose of this policy, volunteers accounts for parents, young adults, student teachers or any other adults that assist within our school.

To provide guidelines for volunteers who assist in the school in the area of confidentiality.

To ensure that confidential information is managed in a manner consistent with community expectations, professional standards and legal obligations.

### **GUIDELINES FOR ACTION**

1. Volunteers should maintain appropriate standards of conduct at all times – this includes maintaining confidentiality.
2. Volunteers must abide by the school's Code of Conduct which specifies the standards of conduct required when working with children.
3. All people engaged in work at Narre Warren North PS, including volunteers, are required to carry and wear a lanyard containing their Working with Children Check.
4. Volunteers are required to carry out tasks in a manner consistent with school expectations/values, including the maintenance of a professional, cooperative and confidential working environment.

5. Confidential information at our school may only be transferred from one person to another when it is professionally appropriate and legally acceptable. This is to be read in conjunction with DET policy and the school's Privacy Policy.
6. All staff and volunteers will be reminded regularly about workplace confidentiality and professional expectations, as well as privacy obligations as detailed in the *Information Privacy Act*.
7. Staff and volunteers will not disclose confidential information about students, families or staff, or be drawn into discussions about students, families or staff, with any third person or agency, which has no legal or compelling need to discuss such issues.
8. Breaches of confidentiality is a serious offence. The principal will thoroughly investigate any alleged breaches of confidentiality or privacy.

**9. What do I need to do as a volunteer?**

- Ensure that you have only the necessary personal information required to undertake your role as a volunteer.
  - Only obtain the parts of the available personal information that you require to complete your role.
  - Only use personal information that is relevant to your role or task.
  - Don't disclose any personal information that you may have accessed in your role as a volunteer.
  - Only use personal information for the purpose it was disclosed to you in your role as a volunteer.
  - Ensure that personal data is appropriately secured, particularly if it is taken off the school premises, e.g. medical information taken on an excursion.
  - If in doubt about the handling of personal information, seek advice from staff.
  - If you have a question or concern about handling of the personal information in the school speak to the Principal.
  - Individuals can complain to the Department of Education and Training or the Victorian Privacy Commissioner if they feel their privacy has been breached.
10. This policy is to be read in conjunction with our school's Privacy Policy, Child Safety Policy, and Code of Conduct; and DET guidelines.

Volunteers in Schools:

<http://www.education.vic.gov.au/school/principals/spag/governance/Pages/volunteers.aspx>

Information Privacy:

<http://www.education.vic.gov.au/school/principals/spag/governance/Pages/privacy.aspx>

Reviewed: 15<sup>th</sup> July 2015

Ratified by School Council: 14<sup>th</sup> September 2015

Updated and approved by School Council: 19<sup>th</sup> July 2016