



CONFIDENTIALITY DECLARATION
– EMPLOYEES AND SCHOOL VOLUNTEERS/ VISITORS

As an employee or 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 policy 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 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 school. The circumstances or 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.
- 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.
- Confidentiality is a requirement of all staff under the Code of Conduct of DET. Information is to be relayed to the line manager only. Education assistants must promptly pass all written or verbal information to the class teacher. **Education Assistants should not respond to requests or disclosures without first referring to the class teacher who holds responsibility for all communication.**

Thank you,

Julie Pullen
Principal

ROCKINGHAM BEACH EDUCATION SUPPORT CENTRE CONFIDENTIALITY FORM

I _____ have read the school’s policy (above) on employees, classroom helper and visitors’ confidentiality and understand the need for confidentiality when working with the children in the school.

Signed: _____ Date: _____