

Volunteer Confidentiality Agreement - 2023

In undertaking a position of a volunteer at Kensington Primary School I promise and undertake that I will take all reasonable steps required to keep any confidential information secure and inaccessible to any third party and I will not discuss matters from the school with any parent or guardian.

The Information and Privacy Act 2000 covers the use of personal information regarding students at our school. As a Service Provider at Kensington Primary School, I acknowledge that in the course of my work, I will have access to personal confidential information about children and their families.

Examples of confidential information may include and not restricted to the following:

- Awareness of particular students learning levels, grades, assessment results or level of support,
- Awareness of particular students special learning needs,
- Awareness of discipline matters relating to specific students,
- Awareness of medical conditions or treatments,
- Awareness of financial difficulties involving families or students,
- Opinions on the teaching or learning strategies employed by a staff member.

I understand that an exception to this would be that should I have a concern that relates to any child protection matter, I should immediately report it to the school Principal (or Assistant Principal in the absence of the School Principal).

I understand that if the school becomes aware of a breach in this Volunteer Confidentiality Agreement that it may take steps to investigate and if substantiated may terminate my status from the particular program in which I am involved at the school.

I understand that the school collects this agreement for its own purpose and undertakes not to disclose the information contained within this confidential agreement with any third person.

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Volunteer's Name

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Address

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Volunteer's Signature

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Date

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Principal's Signature

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Date