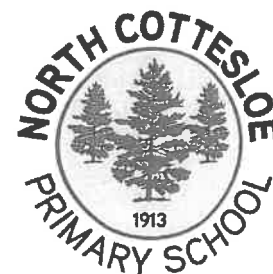


## Confidentiality: Guidelines for Parents Volunteering at School Events



After you have completed a **Department of Education Parent and Child Volunteer Declaration Form** which has been submitted to the Principal.

### **As a parent volunteer, you must agree to:**

1. Keeping any sensitive information you may be privy to during voluntary work at North Cottesloe, private and confidential
2. Not discussing specific student-related matters with others during or after the event
3. Not sharing personal Information: In conversations with other parents, volunteers, or school staff, refrain from sharing personal details about students or their families
4. Secure sensitive Information: If handling documents or materials containing private information [such as medical forms] , ensure they are properly stored and not accessible to unauthorized individuals
5. Respect Boundaries: Avoid seeking out or accessing confidential information that is not relevant to the specific volunteering tasks
6. Focussing on your role as a volunteer: Concentrate on your assigned duties during the event and avoid engaging in conversations or activities that could lead to the disclosure of confidential information.
7. Report Any Concerns: If you come across any situation that may compromise confidentiality, report it immediately to the school staff or event organizers
8. Discretion in social media: Refrain from posting pictures or information about students or school-related matters on personal social media accounts without explicit consent from the school
9. Set a Positive Example: Be a role model for other parents by respecting confidentiality guidelines and promoting a culture of trust and discretion at school events.

Maintaining confidentiality is crucial for fostering a safe and secure environment for all students and their families. Your dedication to this principle is greatly appreciated and contributes to the success of all school events.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_



# Parent and child volunteer declaration form

**Strictly confidential**

Individuals issued with a Negative Notice or Interim Negative Notice under the *Working with Children (Screening) Act 2004* cannot volunteer in child-related work.

This form must be completed by a:

- parent volunteering in child-related work at a public school or site
- child under 18 years of age volunteering in child-related work at a public school or site (for example, a practicum student under 18 on work placement in a school).

Read the following and tick (✓) the box to declare:

<b>Volunteer declaration</b>	I declare that I <b>do not have</b> a current Working with Children Negative Notice or Interim Negative Notice.	<input type="checkbox"/>
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If you have a Working with Children (WWC) Check, provide the details below:

WWC card number		WWC card expiry date	
or			
WWC application receipt number		WWC application lodgement date	

Note: You will be asked to provide a copy of your card or application receipt to the school.

I certify the accuracy of the above information. I am aware I must notify the school if my circumstances change to preclude me from working with children for visits beyond the date of this form. I will not volunteer if I am issued a Working with Children Negative Notice or Interim Negative Notice.

Name:			
Address:			
Telephone:			
Email:			
School visiting:			
Signature:		Date:	