

**Belmont Primary School**  
**Volunteer Confidentiality Agreement**



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**Volunteer Confidentiality Agreement 202\_\_\_\_\_**

In undertaking a position of a volunteer at Belmont Primary School I promise and understand 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 Volunteer Helper at Belmont 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,
- 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 Deputy 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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**Company / Association**

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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**