Parent Helpers

On behalf of the St Patrick’s School Community, thank you for volunteering to be a school helper this year. Your generosity is appreciated by both staff and students.

In light of recent changes to Privacy legislation and out of respect for every member of our school community, we would ask that you please read and sign the statement about School Confidentiality printed below. By following these few simple guidelines, we will ensure that each person’s rights, privacy and dignity are protected.

Please ensure that you read and return any necessary paperwork with regards to being a Volunteer in the School. This is available from the office.

Thank you for your understanding and co-operation.

Yours sincerely

Kathy Fuller
Principal

(Please detach and return to school)

School Confidentiality

In volunteering to work as a helper at St Patrick’s Primary School, I

________________________________________ understand that in fulfilling this role, I become one of the team of people who work to provide quality Catholic education to the students in our care. I understand that my role is one of support for the school staff and students.

I will respect the confidentiality of all staff and students at all times and will not discuss or divulge any information or activity which occurs at school. I will respect the rights, privacy and dignity of all members of the school community.

I have read and returned all of the relevant Volunteer Registration paperwork.

Signed: __________________________________________
Rationale:

At St Patrick’s School, we acknowledge parents as the first educators of their children and strongly encourage them to be involved in the education of their children. It is our hope that parents will join in partnership with the staff of the school and work together to provide quality Catholic education for our students.

Parents are often invited to act as helpers in many classes. This can include such tasks as helping students with reading or maths activities, helping with art or cooking, working as a volunteer at sporting events and assisting with the swimming program. Parents are also invited to take part in school camps and excursions and to be of assistance to the staff in supervising the students on these occasions. Parents can also work in a voluntary capacity in the library or tuckshop, and they may be asked to act as a Class Representative for their child’s class. Individual class teachers may also ask parents for assistance in other areas.

At all times, parents who volunteer to work in these situations are formally and informally given access to certain information about students, teachers and class activities. Out of respect for Privacy legislation, the rights of students, staff and other parents and courtesy, all parent volunteers need to be mindful of confidentiality and ensure that they do not share or discuss any information or facts that they see or hear at school.

Policy:

Parents are welcomed and invited to be involved in their child’s education. All parents who work as volunteers at school will be expected to read and sign a Confidentiality Statement. They will need to respect the confidentiality of staff, students and other parents at all times. Signed statements will be kept on file in the office.

Implementation:

When parents are invited to act as volunteers at school, the attached Confidentiality Statement will be given to them and they will be asked to read and sign it. Breaches in confidentiality will be treated seriously and the parents involved will be asked to meet with the principal. Confidentiality will be discussed with all parent volunteers before they begin work in the classes or at school.
St Patrick’s Primary School

Gympie

Policy on Parent Volunteers and Confidentiality.