Water’s Edge Village School

Volunteer Confidentiality Guidelines and Agreement

Water’s Edge Village School (WEVS) appreciates the volunteers’ interest in the school and in the education of the students in our community. The value of the volunteers’ efforts on behalf of WEVS and its students is immeasurable the school strives to ensure that every volunteer’s experience is a positive one!

At the same time, confidentiality is an important and essential part of the volunteer’s responsibility and the following guidelines must be adhered to:

* Volunteers shall maintain information concerning students’ or employees’ private lives confidential.
* Volunteers shall keep in confidence any information obtained pertaining to a student’s academic, social, or behavioral performance.
* Volunteers shall keep in confidence any information obtained pertaining to a student’s medical condition and/or history.
* Personal or private conversations pertaining to any sensitive subjects shall not be discussed with anyone outside of school staff members.
* Volunteers shall work to support the school routine.
* Volunteers may employ positive reinforcement methods and non-violent consequences of behavior correction with training from teachers when necessary. ANY and ALL behavior issues should be reported to the teachers.
* Volunteers should take any concerns other than disciplinary or student welfare issues first to the Volunteer Coordinator, who will act as a liaison with the teachers and the Board, as appropriate. If the volunteer feels that the issue is still unresolved, then those concerns should be taken to the Board.
* Volunteers, regardless of their credentials, shall not diagnose children. This is true with regards to health and disability but not limited to either.

I have read and understood the above guidelines and acknowledge that, in the course of my volunteer service with WEVS, I may become aware of confidential information regarding specific students, including information regarding academic performance, behavior, health, disabilities and related matters. I agree that I will not disclose any such confidential information, other than to school teachers and Board of Directors as necessary. I also agree not to access, review, disclose or use confidential student or staff information without specific authorization and instruction from a school administrator. I concede that the above statement applies even when I am no longer a volunteer with WEVS and any information I encountered as a volunteer shall always remain confidential.

Volunteer’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ Printed Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_