



This is a confidentiality agreement for those persons accessing Secret Harbour Primary School as a parent helper or volunteer to ensure they are aware of their responsibilities. Information must not be disclosed to anyone outside Secret Harbour Primary School or to others within Secret Harbour Primary School.

**Confidentiality Agreement for Volunteers and Persons
Accessing Secret Harbour Primary School
for Work Practice Placement/Volunteer Requirements**

In the course of your duties with Secret Harbour Primary School, the confidentiality of information relating to:

- all students (their Academic, Behaviour, Social and Emotional Learning and learning intervention),
- interactions with all school staff, including
- all mentor teacher/s and
- all teaching staff

It is essential that your involvement as a volunteer/work practice placement person with Secret Harbour Primary School is subject to your agreement to handle all information in the strictest of confidence.

I have read and understand the above paragraph regarding confidentiality. I agree to not use or divulge to any person any information to which I have access while volunteering/working as a practice placement person working with Secret Harbour Primary School other than in the course of my volunteer duties or if required by law. I understand that breaching this duty of confidentiality is an offence.

Parent/Guardian of: _____
(Student name where applicable)

(Print Name): _____

Signature: _____

Date: _____

Position Title: _____
Secret Harbour Primary School Representative

(Print Name): _____
Of Secret Harbour Primary School Representative

Signature: _____
Secret Harbour Primary School Representative

Date: _____