



**Volunteer Confidentiality**

Before you begin your assignment as volunteer, you must be aware of the laws and penalties of breaching confidentiality and reporting child abuse.

Confidentiality is the preservation of privileged information and records concerning a student, which may be disclosed in a working relationship. Part of what you learn may be necessary to provide services to a student; other information is shared within the development of a helping, trusting relationship. Therefore, information gained about a student is confidential and disclosure can make you legally liable. Disclosing confidential information can damage your relationship with the student and make it difficult to help the student.

The following information should be treated as confidential:

- Student record information including academic work such as daily assignments, tests and grades for that work;
- Discipline information such as referrals, investigative materials and information one might pick up in and around the office;
- Any student information obtained by working with students that could be considered student record or discipline information.

All records and information regarding students must be treated as confidential. Any questions you may receive both in and out of the school setting should be redirected to the specific teacher or school site. Refrain from sharing stories with whom you come in contact.

Violation of confidentiality of records will result in termination of your volunteer privileges. Violation of the California statutes regarding confidentiality of records is punishable upon conviction by a fine or imprisonment.

Initials \_\_\_\_\_

**Child Abuse Reporting**

As defined by California law, child abuse includes the following four categories:

- Physical
- Emotional
- Neglect
- Sexual

California law designates school employees and certain other professionals as mandatory reporters. Volunteers whose duties require direct contact with and supervision of children are not mandated reporters; however, the law encourages such volunteers to obtain training in the identification and reporting of child abuse and neglect and to report known or suspected incidences of child abuse or neglect. When there is reasonable cause to believe a student is being abused or a person has abused a student, volunteers are directed to report the information to a teacher or principal.

Please notify the school administrator immediately if:

- You hear students discussing issues that may be deemed dangerous to themselves or other students;
- You witness an act of bullying or harassment and you are the only adult in the room or area.

If you suspect child abuse, or if a student reveals abuse, do not act shocked, but close the conversation as gracefully as possible and contact the school administrator or counselor as soon as possible.

Initials \_\_\_\_\_

**Certification & Signature**

My signature below certifies that I have read and understand the material above. I understand my duty to abide by the laws and policies regarding the preservation of confidential information and child abuse reporting.

Print Name \_\_\_\_\_ School: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_