

VOLUNTEERING IN DND SCHOOLS

VOLUNTEERS - CONFIDENTIALITY AGREEMENT

1.1 Perhaps one of the greatest obstacles in the path of effective use of volunteers, especially parent volunteers, is the worry on the part of teachers and principals regarding the possible misuse of privileged information. Once anyone begins to work in a school setting, he/she becomes privy to knowledge about children’s behaviour patterns, academic ability, emotional maturity, relationships with others, etc. In some cases, information of this nature is imparted in order that the volunteer might work more effectively with the child. In other cases, it is simply acquired in the course of frequent contact in the school.

1.2 In addition, volunteers are in a position to learn more about staff members than would normally be learned from their “public image”. One also forms personal opinions about the professional competency of the individual teachers and principals.

1.3 There is nothing wrong with the volunteer possessing such knowledge and arriving at personal conclusions. This knowledge or these opinions, however, should never be shared in the community or with anyone who has no legitimate need to know. Similarly, care must be taken not to make comments harmful to the reputation of any pupil, professional or other volunteer.

1.4 If problems develop, the line of communication regarding a situation in the school is always first with the staff member concerned and then, if necessary, with the principal.

1.5 A volunteer has every right to expect that his or her participation will be treated with the same confidentiality and respect.

1.6 In volunteering with the Department of National Defence Dependants Schools Overseas, I agree to abide by the following terms of confidentiality:

- (a) In the course of duties as a volunteer, I may become aware of personal and confidential information. DND Dependants Schools Overseas depend on the maturity and loyalty of its volunteers to keep private any such information.
- (b) All information that I may come to know regarding the DND Dependants Schools Overseas staff, students, and their families shall be kept completely confidential.

1.7 I understand and agree to the above terms and although I do not possess official confirmation to this effect, I attest that I hold no criminal or child welfare convictions nor accusations either in Canada or elsewhere in the world:

Volunteer’s Name (Please Print)

Volunteer’s Signature

Date

Principal’s Signature

Date