

## 1. GBC Volunteers Confidentiality Policy 2021



## Definition of GBC Volunteers

Volunteers, are parents, relatives, or friends who have agreed to make a commitment in time and effort to the College's program on a regular basis.

## Tasks

- GBC Staff consider appropriateness of tasks delegated to volunteers and which activities they are asked to assist with.

## Paramount to everything...

Privacy and confidentiality need to be honoured at all times.

## Safety & Protection

Volunteers will not be left in charge of a classroom (unless in an extreme emergency situation) and should remain under teacher supervision whilst working with a group of students.

## Confidentiality Policy Purpose

A Confidentiality Policy is designed to:

- Protect confidential information from being misused by those to whom such information will be, or has been disclosed.
- Be used in any situation where information being disclosed must remain confidential.

## Confidentiality Policy Purpose continued

Confidential information about students may include:

- their **academic** achievements and/or ability,
- their **behaviour** and/or their **personal** lives

It is vital to only allow access to the classroom by those volunteers who are prepared to commit to this agreement to keep confidential such information as they may hear or see whilst assisting with an activity.

## What needs to be kept confidential?

Helpers in the classroom must respect staff and student privacy by ensuring they keep confidential the following:

- Information about individual student's **academic ability** or **academic performance** in the classroom or around the school grounds

This includes but is not limited to, information about student's marks, quality of work, reading levels etc.

## What needs to be kept confidential? Continued

- Information about individual student's **behaviour** whilst in the classroom or around the school grounds
- Information about individual student's **participation/ability** in any activities, including special events or sporting events
- **Personal Information** which students may share about themselves or their families
- Information about **staff or parents**, either professional or personal

## Exceptions:

Information that is made public through the College Newsletter, class notes or other such documents is not confidential and does not come under this Confidentiality Policy.



## The Signed Agreement

Therefore, to protect **any information** that may be disclosed to volunteers whilst they assist in classrooms and/or around the College grounds, the College realises the importance of having a signed Confidentiality Policy Agreement.

This is to be from **every person** to whom the confidential information may be disclosed either directly, or indirectly.

## The Signed Agreement

I \_\_\_\_\_ have read and understand the importance of maintaining confidentiality of the information and events disclosed at Geelong Baptist College.

I understand that as a volunteer at the College, I have the responsibility to protect the privacy of staff and students by keeping disclosed information confidential.

I also understand the consequences to be fair and just if this Confidentiality Policy were breached.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## 2. Parent Code of Conduct Policy

## 2. Parent Code of Conduct Policy Purpose

### Purpose

This document outlines the code of conduct for all Parents, Guardians or Carers associated within the Geelong Baptist College community.



## Parent Conduct Policy Who does it apply to?

The Parent and Volunteer Code of Conduct outlines the expectations that parents/ guardians and volunteers must adhere to whilst engaging with:

- Teaching Staff
- Students
- Support Staff
- Administration Staff
- Other Parents/ Guardians/ Carers



## Parent Conduct Policy Who does it apply to? continued

- The Code of Conduct is accepted by enrolling parties upon signing of the Enrolment Agreement.
- All parents/guardians who volunteer within the College, must adhere to this code of conduct.
- This also applies to other relatives (who are not enrolling parties) yet related to the students of the College.

## Parent Conduct Policy Principles

Members of The College community have a responsibility to each other to ensure:

- That all members of the College community are treated with respect and courtesy
- That a safe environment is provided for the College community
- That all members of the community are free from any form of discrimination
- That members of the College community are not subjected to verbal or physical abuse, gossip or slander, or aggressive behaviour

## Parent Conduct Policy Principles continued

- Concerns of child abuse are reported to the relevant Principal (Primary or Secondary)
- That all members of the community adhere to the Child Safe Organisation Framework Responsibilities of Parents/ Guardians/ Carers

## All parents/guardians of student(s) enrolled in the College are responsible for:

- Ensuring that all absences are reported by 9am each day
- That extended absences are supported by a medical certificate upon return to the College
- That students are provided the required resources to complete their studies
- That all required uniform items are provided and that their child is in the appropriate uniform on a daily basis
- That they show an active but non-intrusive interest in their child's education
- Support the school with any disciplinary concerns relating to their child
- Support the Christian Ethos of the College.

## Child Protection and Child Safe Standards

- All members of the community have a responsibility to support a Child Safe Organisation. In the event of a concern of abuse of a child within the College community, all matters must immediately be reported to the Principal.
- Parents are not permitted to approach other students to discuss matters relating to conflict between students. All concerns must be directed to the appropriate staff member (Teacher or Homeroom teacher).

## Privacy

The protection of rights of the students is paramount. All information relating to students may only be discussed within the community between staff members as a collegial discussion, or the parents of the student.

Members of the College community should respect the rights to privacy and adhere to the Privacy Policy.

## Breaches of this Policy

Should a parent, guardian or carer within the community breach this policy-

1. A formal letter notifying the parent, guardian or carer of the breach will be issued and the steps to rectify the breach in future.

## Breaches of this Policy continued

2. Should another breach occur of a similar nature, the parent, guardian or carer who has committed the breach will be banned from the school premises for the duration of enrolment of their child.

## Breaches of this Policy continued

Serious matters may require the student to be withdrawn from the College as a result of a breach by their parent, guardian or carer.

## Breaches of Parent Code of Conduct Policy

Should a member of the College community be implicated in a matter relating to the abuse of a student of the College, the matter will be referred to the appropriate authorities.

The following policies will be followed in relation to breaches – or suspected breaches:

- **Staff Code of Conduct**
- **Parent Code of Contact (including Confidentiality Agreement)**
- **Child Safe Standards**
- **Reportable Conduct**
- **Child Protection**
- **Mandatory Reporting**