

# UNION MEMORIAL SCHOOL

## *Volunteer Confidentiality and Expected Code of Conduct*



An important part of being a volunteer requires understanding the need for confidentiality and to conduct yourself in a way that does not disrupt the instruction of our students, nor interfere with the normal operation of our school. Though we are a primary school, we are still a place of business and have a job to do, a very important job, educating the children of Colchester.

As a volunteer you will be working with a variety of children in the classrooms or on the playground. It is expected that you will treat all of the things you know about individual students as confidential information. There should be no discussions of an individual student's progress or behavior with anyone other than the classroom teacher. Think about how you would want other volunteers to speak about your child. In addition to keeping information confidential, we expect you to be cordial and respectful of all faculty and staff members.

You will not be allowed to volunteer in the building if you:

1. disrupt the normal operations of the classroom or other areas of the building.
2. are disrespectful to any faculty or staff member.
3. break the confidentiality of any student(s).

We require all individuals who volunteer at Union Memorial School to sign this contract of confidentiality and expected code of conduct. **This form needs to be signed before you start volunteering at school.**

We appreciate the time you spend in our school. Your effort and enthusiasm are part of what makes Union Memorial School a great place to learn. Thank you.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date