



Statement of Volunteer Confidentiality and Child Abuse Reporting

Before you begin your assignment as a 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 gained 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 about students should be redirected to the specific teacher or school site. Refrain from sharing stories about students with whom you come in contact.

Violation of the Oregon Revised Statues regarding confidentiality of records is punishable upon conviction by a fine of not more than \$1,000 or by imprisonment in the county jail for not more than 60 days, or both.

REPORTING CHILD ABUSE

As defined in Oregon law, child abuse includes the following five categories:

Physical	Mental	Sexual	Neglect	Threatened Harm
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Oregon law designates school employees and certain other professionals as mandatory reporters. Volunteers are mandatory reporters. When there is reasonable cause to believe a student is being abused or a person has abused a student, school employees are required to make a report to the Department of Human Services (DHS) or a law enforcement agency (police, sheriff, and county juvenile department).

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 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.

By initialing at the end of this statement you acknowledge that you have received and read ‘Abuse and Sexual Conduct Information and Reporting Requirements for School Contractors, Agents and Volunteers’. Initial _____

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.

Printed Name _____

Signature _____ Date _____



FIELD TRIP CHAPERONE AGREEMENT

Volunteers working with students must display the following responsibilities for group safety, everyone's enjoyment and the students' academic success during field trips:

- Wear Newberg School District Photo ID Badge at all times.
- Ride the bus with the students unless other arrangements have been made with the Principal in advance.
- Remind students of appropriate bus passenger behaviors as necessary while traveling.
- Stay with your assigned students at all times.
- Know exactly where your group is and what they are doing every minute, wear a watch.
- Refocus your group if needed by:
 - Asking students interesting questions about the topic you are observing.
 - Offering students a choice to vote on simple choices, like who will lead or what display will be viewed next.
 - Assigning someone in your group as the timekeeper to help keep groups on task or for how many minutes your group will stay at a certain display.
 - Helping your students find interesting facts to remember and share later with the rest of the class.
 - Providing time for your group to write down information they're interested in researching further back at school or share with teachers later.
 - Remind students of common courtesy rules such as:
 - Eat or drink only at designated times and in designated places.
 - No horseplay or climbing of objects unless allowed by staff.
- Ask students around you to use quiet voices at all times. If you have asked a child more than twice to obey and they are still noisy have them walk alongside you or ask for help from the nearest teacher.
- Know the class itinerary before leaving school and follow it with your group, so that you can promptly arrive at prearranged meeting spots.
- Make sure you know the times and places of the next meeting spot before you depart from the main group.
- Never leave your group of students alone. If you must use the restroom, ask another chaperone or teacher nearby to take over your group.
- Never send a student anywhere alone, including the restroom. Wait outside the restroom for the student.
- Do not smoke in the presence of children.

I have read and understand the above guidelines and responsibilities and agree to follow these procedures at all times.

Print Name _____

Signature _____ Date _____

Return form to district office