



CONFIDENTIALITY STATEMENT

To be eligible to volunteer in Litchfield Schools and chaperone on field trips you must fulfill the following requirements:

- Attend a volunteer orientation once. Please contact an administrator at the respective school.
- Fill out all required forms and acknowledgements.
- Review and sign the Confidentiality Statement *each year* you wish to volunteer.
- Review RSA 632-A:10 and sign the Volunteer Assurance form giving the reasonable assurance that you have not been convicted of a crime involving a child.

Volunteer's Name _____ Phone _____

Address _____ Alt. Contact # _____

1. Date you attended volunteer orientation _____

2. Administrator: _____ *Administrator's initials* _____

Confidentiality is important! Each volunteer shall be required to sign a confidentiality statement and return it to school before your assignment begins.

By signing the Confidentiality Statement, the volunteer agrees to:

1. Keep confidential any information about the teacher-student learning process.
2. Discuss individual students with school staff ONLY.
3. Limit any information concerning a particular child on a need-to-know basis.
4. NEVER discuss any child outside of the school environment with ANYONE.

CONFIDENTIALITY STATEMENT (needs to be signed every year):

By accepting an assignment for the Litchfield School volunteers, I agree to respect the confidential nature of my assignment and to be prompt and dependable. I will abide by the rules, regulations and procedures of the Litchfield School District and the Litchfield School Volunteers.

Print Name: _____

Volunteer Signature: _____ Date: _____

