

Establish privacy protocols

At the outset of employment outline and illustrate your school's confidentiality protocols.

- ✓ Discussions about students happen in private spaces, such as an office or classroom when students are not present.
- ✓ If a discussion arises in a public space, the conversation is stopped and moved to an appropriate space.
- ✓ Students are discussed only with people who require information about them for their work.
- ✓ Staff members, school issues, or student issues are discussed only with those in school directly involved in the situation.
- ✓ When teacher aides have responsibilities for discussing information about students with specialists, visiting teachers, and family/whānau, this is agreed and documented.
- ✓ School guidelines are followed when accessing or contributing to information about students for data collection, e-portfolios, or special needs registers.

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