

# 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.

This information was downloaded/printed from the Ministry of Education's website "Inclusive Education". Except where otherwise noted it is Crown Copyright 2018.

Information on the Inclusive Education website is regularly updated so we recommend you check the website version of this information to ensure it remains current.

---

