



## Volunteers in the Bedford School District

We have so much positive help through volunteers, we want to encourage it. At the same time, we need to understand the best ways to keep students safe. That is why we provide this information. Certain “designated” volunteers are given background checks because they will be alone with students. All other volunteers are asked to follow these simple guidelines. Having many people watching is a key to safety. Do not be embarrassed if you see something that makes you concerned. Say something to the teacher or principal. Volunteer opportunities for individuals will be discontinued should any issue arise.

### CONFIDENTIALITY GUIDELINES

- Do not discuss other people’s kids, performance or actions, any student, positive or negative, with any person except the student’s teacher, counselor or principal.
- This includes a student’s grades or graded work. It includes a student’s behavior (and could include misbehavior). It also includes email addresses and other contact information.
- Confidentiality applies to both face-to-face discussions and on social media. This includes Facebook and Twitter comments, posting pictures from the school day, emailing friends, and any other type of social media.
- The only things to share relate to volunteer-specific purposes.
- In short, if it is not your child, do not share it.

### PROTECTING STUDENT SAFETY GUIDELINES

- Do not put yourself in a position where you are alone in private with other people’s children. Stated more positively, be in public. That means volunteers must have two adults with one student or two students with one adult.
- Here are some examples of challenges and possible solutions to them.
  - You are on a field trip to the museum. A volunteer should have more than one student in a group.
  - A student needs to go to the bathroom and you go with them. If the student can manage it on their own, wait outside.
  - A student is lost and if you find them you would be alone. Use common sense in this case, finding a lost student is more important than avoiding being alone with them.
  - You are in a classroom alone with a student waiting for others to show up. Stand at the doorway to welcome other students and keep the door open.
- If you see or suspect any child has been abused or neglected, let your teacher or principal know immediately.