

# **Parent Volunteer Training**

## Running Brook Elementary School

- ✓ HCPSS Confidentiality Training
- ✓ HCPSS Child Abuse Awareness Training



## **Parent Volunteers and Confidentiality Training**

At HCPSS, we value our volunteers!





## **According to Federal Law, State Regulations, and HCPSS Policies**

**If you are working or volunteering in a school, you are responsible for maintaining the confidentiality of all private, sensitive, and personally identifiable information you may see or hear while volunteering.**

**Information you must keep confidential includes:**

- **Students' academic information (grades, test scores, transcripts)**
- **Students' discipline or behavior (detentions, suspensions)**
- **Students' health (trips to the nurse, medications)**
- **Students' family information (parents' marital status, employment)**
- **Staffs' discussions and comments about students**
- **Any other information you hear or see about an individual student**



**By certifying your completion of this module,  
you agree to keep confidential any and all private,  
sensitive, and personally identifiable information you  
may hear or see while volunteering in a  
**Howard County School.****

# Child Abuse Awareness Training

## MD State Law & HCPSS Policy 1030



- Requires employee or service providers of the Howard County Public School System to report any suspicion of child abuse or neglect to Howard County Department of Social Services
- Provides immunity from civil liability or criminal penalty for a report made in good faith
- Failure to report may result in suspension or termination of services



## MD State Law & HCPSS Policy 1030



- Also requires service providers/volunteer to make a report if there is a reason to believe that abuse or neglect possible occurred. Reports should be made without attempts to do any further investigation
- If needed, service providers/volunteers may consult with the school's Child Abuse Liaison. Liaisons cannot make the report to Department of Social Services on your behalf

## Role of Child Abuse Liaison



- **Coordinates support for students suspected of being abused or neglected**
- **Acts as resource for information relating to child abuse and neglect reporting procedures**
- **Assists with completion of child abuse reporting forms as needed**

## Reporting Child Abuse or Neglect



- Make oral report immediately to Department of Social Services
- Follow up with written report within 48 hours.
- Tell administrator and child abuse liaison that a report was filed
- Do not place copy of report in student educational record

## Service Providers Code of Ethics



- **Confidentiality:** Any information you have access to in the school or classroom is confidential
- As a service provider/volunteer, you are required to protect the confidentiality of all student information that you see or hear while volunteering



# Unattended Children

Department of Social Services



- Children must be 8 years old to be left unattended for short periods of time
- When an adult is not present, a child must be 13 years old to be in charge of siblings or other children



Information about Howard County  
Public School System Board of  
Education Policy 1030 Child Abuse  
and Neglect may be found on our  
website

[www.hcpss.org](http://www.hcpss.org)

# THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM

## Certificate of Completion

By signing this form, I certify that:

- I have completed the Parent Volunteers and Confidentiality Training
- I agree to keep confidential all private, sensitive, and personally identifiable information that I may hear or see while volunteering in a Howard County Public School.
- In compliance with HCPSS Policy #1030, I have completed the Child Abuse and Neglect Reporting Procedures Online Training.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
School

\_\_\_\_\_  
Children's name(s)