



## Sample Confidentiality Agreement

### Confidentiality

All the information you are told about your student is confidential and sharing that information with others is prohibited. However, you are required to report certain things. Do not promise a student that you will keep confidential information secret. Tell the student that he/she is free to share confidential information with you but that you are required to report certain things. It is critical, not only for the welfare of the student, but also to protect yourself that you adhere to these exceptions:

1. If a student confides that he or she is the victim of sexual, emotional or physical abuse, you *must* notify (name of program coordinator) immediately.

Note on your calendar when this information was reported and to whom it was given. Remember this information is extremely personal and capable of damaging lives, so *do not* share it with anyone except the appropriate authorities.

2. If a student tells you of his/her involvement in any illegal activity you *must* tell (name of program coordinator) immediately. Again, note on your calendar when this information was reported and to whom it was given.

### Summary

These procedures are designed to protect the students from harm and to prevent even the appearance of impropriety on the part of (name of program) and its participating mentors, volunteers and students. One accusation could, at the very least, seriously damage the reputation of all those participating and endanger (name of program).

Please know that we appreciate your participation in the (name of program) and that we appreciate your adherence to these procedures. If you have any questions, please call (name of program) at (phone number).

**I have read, understand and agree to strictly abide by the (name of program) Mentor/Volunteer Procedures. I understand that failure to adhere to these procedures may result in my removal from participation in the program.**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_