RELEASE OF CONFIDENTIAL INFORMATION TO NON-DEC SERVICE PROVIDERS

PARENT PROTOCOLS

Parents may choose to independently seek intervention through a non-DEC service provider independent of a school referral to the Learning and Support Team. In some cases, outside professionals will provide parents with questionnaires, surveys or requests for information to be handed to the class teacher, or may request other forms of information from the school.

These guidelines have been developed to support the privacy and confidentiality of teachers, students and parents surrounding the release of information to non-DEC service providers.

It also takes into consideration the workload of teaching staff in completing questionnaires, surveys and other requests from non-DEC service providers.

PROTOCOLS

All requests must be made through the principal.

The service provider is to forward a letter addressed to the principal outlining what information and who is required to complete the form. When particular forms are required to be completed these need to be included in the letter of request.

The parent/legal carer must provide written permission for the release of information concerning their child.

The return name and address of the service provider must be provided for the confidential return of information through the principal.

No questionnaires/surveys/request for information will not be completed until presented to the Learning Support Team and without the permission of the principal.

All information exchanged will be in writing.

Parents who present a questionnaire/survey/request for information that does not comply with these protocols will be sent a letter requesting them to do so.