

Parent Volunteer/Chaperone

- [Policy 1030](#): Child Abuse Training
- Data Confidentiality
- Please sign tonight. Sign one for each child.



**Field
Trips**

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

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.