

CONFIDENTIALITY POLICY

The statement of confidentiality shall be signed by each employee and volunteer on an annual basis and will be kept on file in the Early Childhood Director's office.

Confidentiality is the preservation, in confidence, of all information concerning an individual or family which may be disclosed in the course of program observations. The lives of individuals and families are private matters which are protected from public scrutiny except when:

- Information is required in order to provide requested services;
- A crime has been committed, the safety of a child is in question, or an individual poses a danger to him/herself or others.

Any information obtained in the performance of official duties is to be considered confidential, and to be protected from access by unauthorized persons. This is to include information gained as a result of conversation, conferences, or staff meetings as well as written documentation.

EARLY CHILDHOOD

EMPLOYEE AND VOLUNTEER CONFIDENTIALITY STATEMENT

Reporting and recording information that is factual and objective is essential. This ensures optimum component integration for delivering services to Early Childhood families and children. Staff must have access to information needed to understand behaviors, increase sensitivity, and to be available to offer support and services as needed.

As an employee or volunteer who serves students and families within Early Childhood, I, the undersigned, hereby agree to keep all information in the strictest confidence. This includes information on file and any information, I myself, may obtain while an employee or volunteer of Early Childhood.

Information may be transferred as deemed necessary among staff consisting of:

- > Early Childhood Director and Secretary
- > Early Childhood Component Leaders and their support staff
- > Family Educators, Home Visitors and Paraeducators
- > Community Action Partnership employees and LPS employees assigned to work with Early Childhood families and children.

I understand that a breach of this policy of confidentiality will be just cause for disciplinary action.

Employee or Volunteer

Date