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| **Step 3** |
| *Sample Authorization to Disclose confidential child information* |

1. I am completing this form to allow the use and sharing of documentation and information about:

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. I authorize this organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. To use and disclose the following information:

* Documentation of child’s development recorded for classroom planning purposes
* Individual child planning forms
* Other (specify)
* Do not release: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. To this person(s) or organization:
   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. This authorization takes effect the day you sign it, until this date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. For the purpose of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing authorization, I understand that the parties named above are permitted to exchange written and verbal information regarding my child for the stated purpose.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature Date

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| **Step 3** |
| *Sample Confidentiality Agreement* |

Confidentiality is required in child care programs to protect the rights of children and families. Staff may not talk about or share written information, pictures, or any other identifying information about a child or family without the written permission of the family. When information is shared it is based on a need-to-know and is done with the written permission of the family to support decision-making and planning.

I confirm that I have read and understood my program’s policies related to confidentiality. I agree to comply with these policies to protect the confidentiality of the children, families, staff and volunteers I work with.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please print name Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please print witness’ name Signature of witness

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

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| **Step 3** |
| *Maintaining Confidentiality in Child Care* |

Strong partnerships with families require mutual respect, and maintaining confidentiality is a necessary component of a respectful relationship. Maintaining confidentiality means that ***programs may not talk about or share written information, pictures, or any other identifying information about a child or family without the written permission of the family.***

***To maintain confidentiality in your child care program:***

* Require all staff understand confidentiality requirements and sign Confidentiality Agreements (see sample CONFIDENTIALITY AGREEMENT)
* Include confidentiality statements within program policy and procedure manuals Include:
  + What documents and other information will be kept on file for a child, such as personal information, medical information and developmental information
  + Who will have access to that information, and
  + How requests will be made to share that information

***Tips for maintaining confidentiality:***

* Keep observations and caregiving notes in closed notebooks or folders
* Daily plans with goals related to specific children should not be visible to others, or the child’s name should be removed
* Do not put children’s names on posted lists (i.e. medication lists)
* Do not share any identifying information when discussing a specific child or events related to a specific child with someone other than the child’s parents
* Obtain written permission to share and receive information about a child

(See sample AUTHORIZATION TO DISCLOSE)

**Information for this resource was adapted from:**

Rural Institute on Disabilities (Summer 1997). *Supporting inclusion in early childhood setting: Maintaining confidentiality in your program.* Child Care Plus, 7 (4).

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| **Step 3** |
| *Maintaining Confidentiality in Child Care* |

**Example Confidentiality Statements**

***Confidentiality statements DEVELOPED BY Idaho early care and education programs***

“For the purpose of confidentiality, the NIC Children’s Center will not share or discuss any information about your child outside of our staff without your written consent. Your child’s information is kept in their locked confidential file and is available for your review upon request. If you do wish to share your child’s information with other professionals, you will be required to sign a release of information. Also, to protect your child’s confidentiality, teachers are required to sign a Confidentiality of Records Agreement.”

***- Parent Handbook, North Idaho College Children’s Center, Coeur d’ Alene, Idaho***

“The CDC is committed to protecting and upholding the rights and privacy of children and their families. All children will be treated fairly, in a non-discriminatory way, regardless of racial, ethnic, gender, cultural, religious and linguistic background and abilities. All information pertaining to children and their families is maintained in a confidential manner to ensure their privacy is protected. Confidential and private information will be disclosed only with parental consent and only when there is an established "need to know‟. Staff and volunteers are trained annually on the importance of keeping all information about children, families and other staff confidential.”

***-Parent Handbook, Mountain Home AFB Child Development Center, MountAIn Home, Idaho***