



POLICY ON CONFIDENTIALITY

All observers are expected to maintain the principle of confidentiality in their observation and participation in recognition of the trust which is placed in them by the faculty of the college, the children and families they work with, and the Campus & Community Children's Center that have given the opportunity for this experience.

Observers are expected to maintain the following standards regarding confidentiality:

- The observer may not, under any circumstances, use the real names (including initials, abbreviations, or actual nicknames) of children, families, or CCCC staff members in any written work or materials or orally. If the observer needs to identify a specific child or staff member, the observer should use a fictitious name or number.
- Outside the program, no information regarding specific children or families is to be revealed.
- Discussions that take place in the class must remain in the class. No information is to be discussed outside of the class, except with appropriate faculty members.
- Students must take responsibility for knowing the confidentiality policies of the Campus & Community Children's center and must abide by them.
- Observers should understand that parents of the children being observed may be in the observation room at any time. Activity within the observation room is limited to observation and note taking.
- When in doubt about any confidentiality issue or practice, students should consult their instructor.

I understand the above stated policy of confidentiality and I agree to abide by it. Breach of confidentiality may result in suspension from observation room privileges.

Signature _____ Date _____

Printed Name _____