Confidentiality Statement

As an employee or UD student working at the Bombeck Family Learning Center I realize that I will become privy to confidential information regarding the children, families, staff and students who are associated with the center. As a professional working in this community I understand that these privacies should be respected and will adhere to the following guidelines, which are created for the safety and respect of the children, families, staff and students associated with the Center.

Staff and students will not discuss individual children with people other than the parents/guardians or appropriate staff to assure that each child be respected. Professional discussions by SOE students regarding children and persons associated with the Center are permitted only in the context of class assignments, and in those contexts names are not to be used. References to names of classroom are appropriate (Jets, Voyagers, etc.).

Information provided by parents/guardians to center staff or students will not be passed on to other people, it remains confidential.

Personnel issues will remain confidential to the people involved.

_________________________  _______________________
Signature                                      Date

* Any evidence relating to a child’s personal health and/or safety will be reported to center director or appropriate authorities.