

## Confidentiality Policy

We maintain confidentiality in our interactions with children, their families and with colleagues both in the workplace and in the community, except as specifically identified (see Photography/Recording Policy) or otherwise mandated by state law. All CECE staff are expected to maintain confidentiality and respect children's families' and colleagues' rights to privacy. Staff refrain from disclosing confidential information and discussing families and children outside of the professional venue. If a staff member believes a child's welfare is at risk, she will share that information with the supervising teacher or the administration.

Teachers do not, and we ask parents not to, speak about children in front of them.

Photographs of children are shared within and outside of the CECE on electronic media, in presentations, in publications, and in local print publications, unless parents restrict permission by indicating such and signing the *Observation Agreement & Photograph/Video/Electronic Posting*. Many of the images are posted on password-protected sites managed by the CECE as part of our communications with enrolled families. The security of these sites is not guaranteed. We ask families to limit sharing the links with immediate family and not to share the password with anyone other than currently enrolled families. Images from the CECE, whether taken by the parent or posted on a CECE site, should not be posted or re-posted on social media sites.

Student workers sign a [confidentiality agreement](#) upon hire.

Please sign below to acknowledge you have read this policy.

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Parent Signature

Date

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Parent Signature

Date