

Policy 15. Confidentiality

- All child and family information is considered confidential. Access to a child's information records, is given only to the legal guardians of the child and the Staff of the center responsible for the child.
- In case of an emergency or injury to a child, information may be released to the proper authorities, medical staff attending to the child, or in the case of suspected abuse, the appropriate child protection agency.
 - o An early childhood educator who has reason to suspect that a child has suffered from abuse has a legal responsibility to report abuse to the proper authorities. Such reports are not deemed a breach in confidentiality.
- Upon termination of service or employment, confidential information acquired through service or employment will continue to be held in confidence and not be disclosed to unauthorized individuals.
- Under absolutely no circumstance will private information be shared with other parents
- Deliberate or serious violations of confidentiality are terms for termination of employment or service

15.1. Photos and Media

- Photographs of children may be taken during activities in the daycare and field trips. These photos will be displayed around the centre for parents and the children to view.
 - o The media may also visit the center or take pictures of the children.
 - o Photographs taken of your child may be posted on our Facebook page, our website or sent to parents
 - o If, for any other reason a child's photograph may be released somewhere not listed above, parents will be notified for further permission.
- A media release and photo consent form must be completed by each parent upon enrollment, whether agreed to allow child to be photographed or not. Form to remain in child's file.
 - o If consent is provided, the daycare has permission to photograph the child within the daycare.
 - o If a parent would not like their child to be photographed for internal or external purposes, they must advise the Director and be accommodated.