

Nia Infant, Toddler, & Child Development Center
Early Head Start / Child Care Partnership

“Young Minds Strengthened Through Faith and Knowledge”

2007 Helm Ave. North Charleston, SC 29405

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www.niachildcare.com

Confidentiality Policy

Employees of the Nia Infant Toddler and Child Development Center are bound by the following rules of confidentiality:

- Employees will refrain from discussing issues involving relationships with children and parents.
- Employees will not discuss issues involving children or parents outside of the CDC Programs and only on an "as needed" basis (i.e. between Teacher and Care Provider; Assistant Director, or Director).
- Confidentiality must be maintained in all training sessions, whether inside or outside of the CDC Program as outlined above.
- Employees will not use the name of the children or parents when discussing any issues involving the CDC Program except with those individual listed above.
- Employees will refrain from discussing salary.
- Employees will refrain from discussing center services and all of Nia's information with those that is not employed by Nia.

Records of all children and staff are confidential and only administration team and referral agencies may have access to the information provided. Files are kept in the office in a locked file. The only person that had access to the keys are the administration team. A file may not leave the Director's office without approval. Privacy must be maintained when discussions are held between parents and staff about problems and concerns regarding specific children. A staff member may be dismissed for discussing a child's record outside of the school. Family code words always must be used. The code words are on the emergency sheets in the red binder. It is the teacher's responsibility to keep the code words current and notify the director of any changes or information given to them by the parent.

Staff/ Parent Signature

Date