

XYZ Preschool Confidentiality Agreement

I, _____, acknowledge that I have read and understood the *Confidentiality and Privacy at XYZ Preschool Policy*.

I agree that all information about the center, staff, children and families, sighted or heard, will be treated as strictly confidential and will not be discussed with any other person outside the center.

I agree that, if an incident ***needs to be discussed** outside the center, then this will be done in a professional way keeping details of unrelated children/ families/ staff/ incidents out of the discussion and no personal value judgments will be made during the discussion.

I understand that if I breach this confidentiality agreement then disciplinary action will be taken.

Signature: _____

Position / Role: _____

Date: _____

Witnessed by Nominated Supervisor: _____

Date: _____

*** needs to be discussed** covers such things as:

- seeking information or opinions on a particular child's needs from other professionals e.g. speech therapists, occupational therapists, Child Psychologists, Department Of Children's Services etc.
- seeking information from peers (other childcare workers) in order to form policies, procedures or programs.
- being compelled to, as in making a *Child at Risk of Harm Report* or a report to Police