

Happy Face Nursery School (Winchester & District) Inc.
Child Care Centres
P.O. Box 1155
504 St. Lawrence St.
Winchester, ON K0E 1W0
Ed.happyface@gmail.com 613-774-4707

CONFIDENTIALITY POLICY

Happy Face Nursery School recognizes that in order to ensure the best possible care for their children, families may divulge personal information and family circumstances that they may not otherwise choose to share. Happy Face Nursery School is committed to providing an environment where families feel comfortable sharing personal and family information with the expectation that all information will be kept strictly confidential.

PROCEDURE

All child files will be stored in a locked filing cabinet that is accessible only to Happy Face personnel.

No child may be named or identified in any way on any injury report or other document that will be viewed by anyone other than Happy Face personnel and the child's parent or guardian. Children may also not be identified in any way in conversation with a parent other than their own.

Financial information and tuition invoices will be protected from the view of others. Family contact information and tuition invoices will be protected from the view of others. Family contact information such as phone numbers, address, email address, etc. will be kept in confidence and will not be given to others without written permission.

EMPLOYEES

As an employee of Happy Face Nursery School, you are required to keep all information regarding the children, their families, you coworkers, and the organization strictly confidential. Information should be shared with coworkers only as needed and in a factual manner. Gossip will not be tolerated.

Childcare professionals are legally obligated under the Child and Family Services Act to report to the Children's Aid Society or to the local police force any suspicion of child abuse or neglect and/or any situation that may endanger the safety of any child or group of children. The duty to report overrides any requirement of confidentiality and may result in the release of private information to those agencies as required by law.

Failure to abide by this confidentiality policy may result in disciplinary action up to and including termination.

BOARD OF DIRECTORS

As a member of the Board of Directors of Happy Face Nursery School (Winchester & District) Inc., you are required to keep all information regarding the organization, the staff, the children and their families in the strictest confidence.

Failure to abide by this confidentiality policy will lead to an immediate termination of your membership on the Board of Directors.

Oath of Confidentiality

I will respect the privacy of the families I serve. I will use information gained in professional relationships in a responsible manner.

I understand that information regarding the operation of the facility, whether it is relating to the business, program, staff children or their families is considered confidential.

I, _____, (print name) check one:

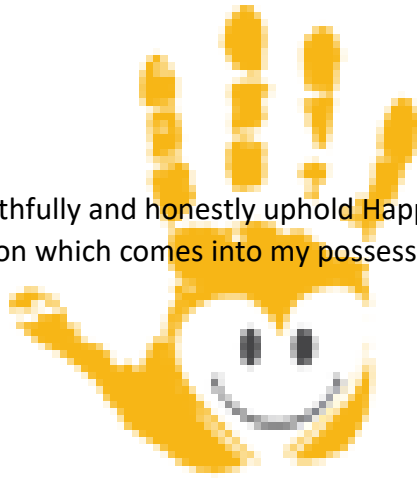
____ Staff

____ Board Member

____ Student

____ volunteer

do swear that I understand and will faithfully and honestly uphold Happy Face Nursery School's Confidentiality Policy. I will not disclose any information which comes into my possession through my position with Happy Face Nursery School.



Signature

Date

Witnessed by (please print name)

Witness Signature

Date

HAPPY FACE

NURSERY SCHOOL