

Toronto District School Board

Operational Procedure PR692

Title: **CHILD CARE: INFORMATION SHARING AND
CONFIDENTIALITY AGREEMENT**

Adopted: March 29, 2005
Revised:
Reviewed: June 2013
Authorization: Executive Council

1.0 OBJECTIVE

To provide a process for sharing information with child care centres while maintaining confidentiality

2.0 RESPONSIBILITY

Director of Education

3.0 DEFINITION

Provides a uniform approach to addressing Child Care: Information sharing and Confidentiality Agreement. Provides a standard practice for all schools.

4.0 PROCEDURES

- 4.1. Staff from both school and child care programs are encouraged to discuss children's needs and progress in order to develop strategies to meet their needs.
- 4.2. Information Sharing Consent (Form 692A)
 - (a) Form 692A may be used by both school and child care staff;
 - (b) Form 692A will be used for the **ongoing and informal** sharing of information on matters such as attendance, transportation, or behaviour-related issues;
 - (c) Form 692A will **not** be used for the sharing of clinical (e.g., psychiatric, psychological, speech-language) records or Ontario Student Record (OSR) information. (The appropriate Board forms for these purposes may be obtained from the school office.)
 - (d) The child care centre will retain the original signed copy of form 692A and the parent/guardian and the school principal will be given a copy;

- (e) Form 692A will be part of the child care Parent Registration Package whenever possible.
- 4.3. Child care centres and schools will keep an accurate and up-to-date record of parents/guardians who have **not** signed Form 692A.

4.4. Confidentiality

The intent of the Confidentiality Agreement (see Appendix A) is to reinforce to all staff the importance of maintaining confidential information. Where child care centres already require their employees to sign a confidentiality agreement, completion of this form is not required.

5.0 APPENDICES

Appendix A: Sample Confidentiality Agreement

6.0 REFERENCE DOCUMENTS

Form 692A: Information Sharing Consent

Name of Child Care Centre

CONFIDENTIALITY AGREEMENT

As a _____, (position, role), I will receive and have access to confidential information about children and families. This information will be kept in the strictest confidence. I understand that the discussion of personal information about children and families without authorized informed consent is unethical.

I will abide by this Confidentiality Agreement to ensure respect for the privacy of children and families at _____
(Name of Child Care Centre).

Name of Staff _____
(Please print)

Signature of Staff _____

Signature of Witness _____

Date _____