

## CHAPTER TEN: ADMINISTRATIVE MATTERS

Administrative Matters	Release of Information
Revised: July 11, 2016 Revised: September 2017 Revised: October 2020	Policy Number: 10.4 (replaces policy 1.6) HR Policy: 6.3

### **Policy Statement:**

North Hastings Children's Services shall ensure each staff member, volunteer, and student sign an oath of confidentiality.

### **Procedure:**

The Executive Director will regularly reinforce the policy of their staff as below:

1. When conversing about your line of work with people other than the Child Care Centre staff or the child's parents you will not discuss the children in your care.
2. All the information the organization shares with you, necessary to enable you to perform your duties, is strictly confidential and must be respected as such.
3. Any information which would identify people and their circumstances is considered confidential.

### **Release of Confidentiality:**

Occasionally, Child Care Centres receive or make requests from agencies or individuals for information concerning specific children in their care. As you are aware, all information contained in a child's records is considered confidential. If information is to be released or requested the informed written consent of a parent is necessary.

Release of Information forms would include specific details about what information is to be released, to whom, for what time period and so on. You may, however, simply choose to give the materials to the parents of the child, and they in turn, will provide information to whomever they choose.

The Executive Director grants the Child Care Coordinator's and the staff directly responsible for the children in care access to the child's information. No other staff are to access this information.

Please note, access to a child's records without parental consent may only be given to officials of the following jurisdictions:

1. Coroner's Office

2. Court, in response to a warrant of a court order
3. Ombudsman
4. Authorities vested in provincial or federal statutes (ie. Public Health Nurse)
5. Minister and officials to whom he/she has delegated the authority ( ie. Ministry of Ed)

All requests or inquiries for information for clients at North Hastings Children's Services must go to the Executive Director.