

# Confidentiality

## Relevant Satellite Accreditation Standards

### IV. Supporting Children's Development

E. The provider treats information about children and families in a confidential manner.

3. Sensitive information about the children and parents is not shared with other families in the care group or with other providers.



## The Basics

Early childhood educators often handle personal information about children and families. Here is information you may have access to that must remain confidential:

- |                              |  |
|------------------------------|--|
| ✓ child's name               | ✓ allergy plans  |
| ✓ home address               | ✓ developmental screenings, assessments, and evaluations   |
| ✓ family members             | ✓ diagnoses and health conditions                          |
| ✓ date of birth              | ✓ observation records                                      |
| ✓ emergency contacts         | ✓ family conference records                                |
| ✓ health and medical records | ✓ family history   |
| ✓ dietary restrictions       | ✓ <i>any other information</i> provided by a family member |

A confidentiality policy is a written agreement of information privacy, clearly outlining how, when, and why families' data will be used, shared, and stored. Confidentiality is required for all licensed and certified family child care programs in Wisconsin, specifically stating children's records may not be disclosed to any individual without family consent.

**Why is confidentiality essential?** Early childhood educators have an ethical responsibility to uphold confidentiality. It is a foundational component of **trust**, which deepens relationships and helps families feel **safe** to confide in early childhood educators about familial history, culture, strengths, and challenges. Confidentiality protects children and families, especially those who have safety concerns in their home or

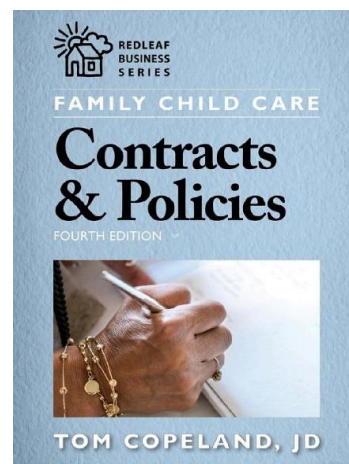
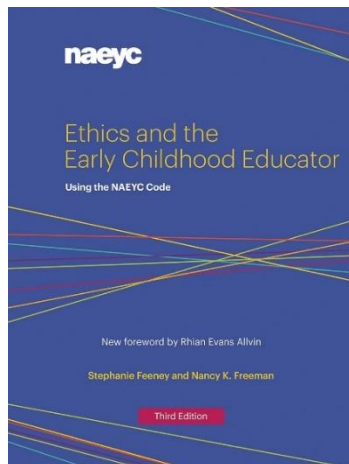
community. A written policy provides **transparency**, and adherence preserves trust, demonstrates respect, and upholds professionalism of the educator. It ensures families that their information will only be shared with written consent and when necessary, and it provides the release of information procedure.

Learn more about professional expectations!

- [Satellite Code of Ethics](#)
- [Professional Standards and Competencies for Early Childhood Educators](#)
- [National Association for the Education of Young Children Code of Ethics](#)
- [Focus on Ethics: Professional Boundaries in Early Childhood Education](#)
- [Making Connections. The Professional Obligation to Value Families](#)
- [Respect Family Privacy and Confidentiality](#)
- [Written Policy on Confidentiality of Records](#)
- [Family Child Care: Professionalism](#)

Books available through Satellite's lending library:  
(for Satellite participating programs only)

- *Ethics and the Early Childhood Educator: Using NAEYC Code* (Feeney & Freeman, 2018)
- *Family Child Care Contracts & Policies* (Copeland, 2018)



This resource is available to you through Satellite Family Child Care System, a YoungStar Connect Partner.