

1-4 Confidentiality

In the course of employment, employees may become privileged to confidential information, such as information related to the children we serve. It is important that all employees maintain the confidentiality of such information. Employees must never divulge or improperly use confidential information. Misuse or divulgence of confidential information will result in disciplinary action, up to and including discharge. The obligation of confidentiality is not extinguished by termination of employment. Additionally, Sunflower Children's Collective has taken measures to protect the confidentiality of personal employee information. Only those with a legitimate business reason have access to the information in employee files.

Confidentiality pertains to records, history, and information about services received or provided, communications made, and any type of program participant contact and discussion or acknowledgment of organizational confidences. Disclosure regarding program participants may be allowed only after a signed release of information has been obtained from the participant, or in any of the following instances: the court requests in writing specific information; where staff suspects child abuse, neglect or exploitation; where criminal acts are committed or the intent to do so is expressed during contact or in the presence of staff.

All program participants engaging in services provided by Stepping Stones CAC and Sunflower Bridge CEVC shall be advised of their right to privacy as well as instances where confidentiality may or must be breached. Such notification will occur during the intake process for CEVC clients and will require that the participant sign a written policy on confidentiality. All three agencies' volunteers, staff, board, and collaborating agencies who have not otherwise signed in their respective positions, under the Sunflower Children's Collective umbrella will sign confidentiality agreements at the onset of services.

All staff, regardless of position, will be trained and required to adhere to rules regarding confidentiality. Such training will be completed prior to any start dates, and before any confidential material can be accessed.

1-5 Release of Information

Prior to exchanging information with any third parties, Sunflower Bridge CEVC and Stepping Stones CAC staff must obtain a release of information from all relevant parties. Sunflower CASA may not exchange information without the signed court appointment order. In cases where there are concerns about whether information sharing is appropriate, staff shall consult with an attorney prior to releasing information.

Unless required by court order, identifying information of all participants such as residential address, employment information, child's school, or place of child care shall be kept confidential.

Sunflower Children's Collective staff will to the best of their ability ensure confidentiality and privacy in regard to history, records, and discussions about clients, any members served, other staff, and organization business. Confidentiality pertains to history, records, discussion, or acknowledgment of organizational confidences. Sunflower Bridge CEVC and Stepping Stones CAC can disclose regarding clients only after a signed informed release of information has been given in writing by the client, or after consultation with the supervisor. Sunflower CASA need only a judge's signed order.

All employees and board members of the Sunflower Children's Collective will sign a statement of confidentiality prior to the start date of the employment or service begins as a board

member. Board members will not have access to case files of Sunflower Children's Collective at any time.