Confidentiality Practice

- Be proactive . . . become familiar with state laws and regulations and school district policies governing confidentiality and minors, before this information is needed.

C Become familiar with laws and regulations governing confidentiality and minors as they pertain to different school personnel (that is, school counselors, school psychologists, and school nurses, school social workers).

C Develop and use written guidelines for sharing confidential information with third parties.

C Develop and use written consent forms for all parties involved with students when sharing confidential information.

C Maintain written documentation indicating with whom confidential information has been shared.

C When sharing confidential information, know what information can and cannot or should or should not be shared.

(From: Confidentiality and School Social Work: A Practice Perspective - (Practice update from the National Association of Social Workers –http://www.socialworkers.org/pressroom/events/domestic_violence/ah0102.asp)
Confidentiality Practice (cont.)

C Ask the following questions when deciding to share confidential information: "Why is it important that this information be shared?" "How will the student and the student’s family benefit by a decision to share or not share information?" "Does sharing the confidential information outweigh maintaining confidentiality?" "What will be the effect on the student’s learning?"

C Seek direction on this issue in a wider context through professional development opportunities or in-service training for a school or school district.

C Discuss limits of confidentiality with student and student’s family at the onset of services.

C When possible or appropriate, discuss breaches of confidentiality with the student and the student’s family in a timely manner.

C Become familiar with limits of confidentiality and "information sharing" as they pertain to IDEA.

C When preparing social histories for students who receive special education services under IDEA, include a statement indicating that the information reported is confidential.