

**The Dr. Miller & Genevieve Toombs Children's Learning Center**  
**Shawnee State University**  
**Confidentiality Statement**

As an observer/researcher working with children and/or families at the Dr. Miller and Genevieve Toombs Children's Learning Center at Shawnee State University, I will respect the confidentiality and privacy of each family member. I will discuss children's behaviors out of hearing distance of the children, and I will not talk about the families, children, or staff outside of the course work/work-related experience. I know that this is an ethical obligation of the observer/researcher/educator, and it is a requirement for my participation at the Center.

It is expected that individuals using the Center for observation/research/work experience will comply with the established guidelines which were created for the safety, respect, and privacy of the children, families, staff, and observers. If an observer is unable to comply with these guidelines (s)he will be asked to leave. Thank you for your respect of the families, staff, and facility.

**Observation Guidelines:**

1. Permission to observe must be obtained from the Center Director minimally 24 hours prior to the observation with documentation defining the requirement and expectation.
2. Observers must read and sign the Statement of Confidentiality prior to the observation to ensure the entire center population that information will not be misused.
3. Observation appointments must be made with the Center administration to ensure that the observer has an opportunity to view the activity needed ( i.e., it is typically inappropriate to observe children napping) and assist with the flow of traffic in the Center. It is also respectful to inform staff of such observations.
4. Observations shall be conducted in a manner so as to limit any possible disruption to the classroom. This allows the observer to obtain data that is more realistic and accurate. Additionally, staff and children are not deterred from their educational responsibilities.
5. Observers must sign in and out upon arrival and departure. A photo ID is required to receive a Visitor's Pass which must be worn and turned in prior to departure. These actions are a measure of accountability and security.
6. Food, candy, or drinks are prohibited as a common courtesy and cell phones should be turned off. Backpacks, coats, and other items should be secured in the designated area.
7. Communication with children, families, and staff should be directed to Center staff. This avoids confusion and inconsistent home messages.
8. Personal conversations should occur away from the Center, and profanity is absolutely prohibited.
9. Discussions involving children, staff, and families shall be limited to professional conversations in your coursework classroom and names shall not be used to safeguard every child's rights.
10. A brief description of the Observational Purpose is attached (course/job description.)
11. My signature on this statement indicates my agreement to adhere to the Family Education Right to Privacy Act.

**Observer's Name Printed:** \_\_\_\_\_

**Observer's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_