



## **Confidentiality and Child Safety Guidelines**

### **Confidentiality of Student Educational Records**

The schools and districts that Healthy Cities Tutoring serves have legal obligations to keep their students' educational records confidential. Healthy Cities Tutoring is responsible to the schools and the districts for maintaining the confidentiality of the student educational records that may be shared with our staff and volunteers in the course of the work we do. Accordingly, Healthy Cities Tutoring has written permission from the parents of all students who participate in our program and respects the privacy of all students.

Please consider all information about the students you work with as strictly confidential. Which means that you are free to talk about Healthy Cities Tutoring, the volunteer work you do with us and all of your wonderful experiences as a tutor, but do not disclose a student's identity or educational records, other than with school and Healthy Cities staff who are directly involved with the child.

### **Child Safety Guidelines on tutoring locations**

School District child safety guidelines require two or more tutor-student pairs, another adult or District Personnel be present at each tutoring session. Healthy Cities Tutoring will schedule sessions to assure tutors are not alone with an individual child. Never meet with a student alone behind a locked door. If meeting in a classroom or office, leave the door open or move to an area that can be easily observed by others. If you find yourself alone with a student, please go to the school office and ask the secretary to help you locate an alternate tutoring space.

### **Reporting Child Abuse or Neglect**

Teachers and school administrators are "mandated reporters" of suspected child abuse or neglect, but Healthy Cities Tutoring and school volunteers are not required by law to report such suspicions. However, if you do suspect child abuse or neglect, report the situation to the child's teacher, school administration or Healthy Cities Tutoring staff for the safety of the child. You also may choose to report your concerns to the local police department or the 24 hour hotline at Child Protective Services 650-802-7922 or 1-800-632-4615.

If you have questions about any of the information above please feel free to contact Karen Molinari, Healthy Cities Tutoring Executive Director at [karen@healthycitiestutoring.org](mailto:karen@healthycitiestutoring.org) or (650) 508-7327.