**REFERENCE CHART FOR SHARING INFORMATION**

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|  | **DO SHARE** | **DO NOT SHARE** |
| Who | 1. All staff whose job is affected by the information.  2. All staff who interact officially with the child and/or family.  3. Replacement for employee previously doing the same job.  4. Supervisor  5. Consultants | 1. Other parents.  2. Staff outside Head Start.  3. Friends and/or family staff.  4. Children  5. Head Start volunteers (unless a release of information is signed by the parent) |
| How | 1. Ask yourself “Why am I sharing this information?” Be clear as to what intent is for sharing information.  2. State source of information.  3. Clarify fact vs. rumor, gossip, conjecture, intuition. | 1. Do not share for the sake of gossip or curiosity. |
| What | 1. What is necessary for employee to work most effectively with families?  2. Issues that would cause endangerment to staff and/or family should be shared immediately.  3. Items listed on health history which affect child and/or family functioning.  4. Past history which may be pertinent to present family situation. | 1. Details not related to issue at hand or needed for staff to function optimally.  2. Conditions covered by state or federal regulations that state what information may not be shared (e.g., HIV status). |
| Reasons | 1. Affects staff’s ability to do their job.  2. Benefits each family’s ability to receive services. | 1. Gossip |
| Places | 1. Center staff meeting if information applies to all employees attending the meeting.  2. One-on-one meetings with appropriate staff.  3. Private settings where parents or children will not overhear conversations. | 1. In public places. 2. On social media. |
| When | 1. Family crisis shared immediately.  2. Changes in family status or situation within 2 days.  3. During work hours or business only phone calls.  4. Schedule/periodic team updates. | 1. During class time  2. When other parents are present.  3. When staff who do not need to have this information to perform their job are present (except your direct supervisor). |

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