

Confidentiality in Field

Ramapo College of New Jersey
Social Work Field Education

Confidentiality Requirements

While in BSW or MSW field placements, Social Work students are required to complete several assignments, discussions and presentations in field seminar and/or in other courses. In addition, students will also be discussing clients and situations they encounter in their field placements. Students will agree to the following:

1. When discussing clients in the classroom and in papers the student will make every attempt to not identify information about the clients that would violate their confidentiality.
2. Discussing clients is for learning purposes only and must not be referred to outside of the classroom or on social media.
3. If a student has a prior, current, or potential relationship with a client, the student will immediately alert the supervisor and the seminar instructor to discuss a plan to protect client confidentiality and navigate dual relationships.
4. In written papers, students will remove identifying information.
5. Acknowledge that discussion of confidential information is for educational purposes only.
6. Discuss any ethical issues that arise related to the field placement with the field instructor and field liaison.
7. Be aware of how talking about clients even without identifying information can be violating confidentiality, especially in a small town.
8. Discuss with your field instructor how you will handle encountering a client outside of the agency setting, in person or on social media.
9. Adhere to all agency requirements for confidentiality and if there is a difference in how the agency and the field liaison have instructed you to proceed initiate a conversation with the student's supervisor for clarity.
10. Please inform the field liaison if you and other students realize that you are discussing the same client in order to come up with a plan regarding confidential information.
11. Process recordings will have identifying information removed prior to turning in to the field liaison/professor.
12. Any assignments in seminar or in courses will not have identifying information about a client, family or group members.

