
Subject: Confidentiality of Records

Source: This policy complies with Head Start Performance Standard 45 CFR 1304.40.

Policy

Family files are maintained and kept confidential.

Procedure

1. Family files are established, maintained, and kept confidential at all program levels. Staff is responsible for keeping all paper files in a locked cabinet when not in use and electronic files are kept on a secure computer. Staff will maintain confidentiality by logging out when computer is not being used.
2. Family files include completed forms and reports along with all documented Child plus information.
3. Information regarding child abuse concerns is not considered part of the child's educational record, but will be documented in Child Plus and placed in a locked file cabinet.
4. Parents have the right to review their child's site file. In order to do so, parents request to review and staff will make an appointment within one week to review the file.
5. A staff member will be present during this review time and can make one copy of any needed Documentation requested by the parent(s)