

Big Sandy Area C.A.P., Inc. – HEAD START
Program Policies and Procedures

Confidentiality of Family Records

POLICY:

Family files are kept confidential.

. This policy relates to Head Start Performance Standards 45 CFR Part 1304.41

PROCEDURE:

1. Family files are established, maintained and kept confidential at all program levels. Staff are responsible for keeping all files in a locked cabinet when not in use.
2. Family files include enrollment forms, Family Assessment, Family Partnership Agreement, referrals and follow-up reports of contacts with other agencies/community resources, crisis intervention documentation, and other pertinent information.
3. Access to file may be had after signing disclosure form stating who accesses the file, the date and reason for access.
4. Staff may choose to keep child abuse report forms, documentation of domestic violence concerns, etc., in a separate, confidential file until the end of the program year. At this time, they will be placed in the family file.

Approved by the Policy Council October, 2007