

Policy Number: 001	Title: File Access Policy
Performance Standard:	Original Date: 8/2008
USD 418 BOE Policy:	Policy Council Approval/Revision: 8/2008 1/2018 BOE Approval:

POLICY:

Each child enrolled in the early childhood program will have a personal and confidential file. Only staff with a direct relationship with the child and the student's legal guardian will access these files. The staff members who need access to the file will work within the relevant areas of the file to what the goal and purpose of their position includes. This list includes and is limited to: the child's teacher, the child's family advocate, the coordinators, the Director and in rare occasions, auditors or reviewers. All staff and all who enter the child's personal file will have assigned confidentiality statement and agree to uphold the conditions included in the statement. To limit the access to the files and ensure confidentiality, other staff not included in the list will be given relevant and pertinent information on a need to know basis, without directly reviewing the file. Files will be kept in a locked cabinet, with access available only to those who have permission to enter the files.

Students are not discussed with unauthorized persons, such as employee's family, volunteers, and any other visitors to their centers.

The files are kept in a locked file cabinet in the individual centers. Information will be kept in one file, with separate sections for each component area. These files will be kept for five years at the early childhood offices.