

Policy Number: FS 004	Title: File Access
Performance Standard: 1303.24 USD 418 BOE Policy:	Original Date: 8/2006 Reviewed: 10/2020
	Policy Council Approval/Revision: 12/2017 Board Approval: 2/2018

POLICY:

The Early Childhood Program will protect both child and families confidential information . Along with following the confidentiality policies, file access shall be limited to those within the program who need to know pertinent student or family information.

PROCEDURE:

Each child enrolled in the Head Start program will have a personal and confidential file. These files will be accessed only by staff with a direct relationship with the child and the student’s legal guardian. 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 a signed 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 main Head Start office. After five years, only the application is retained, and the rest of the file is shredded. These applications are kept indefinitely at the Head Start office.