

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

## **Confidentiality of Family Records**

### POLICY:

Family files are kept confidential in all situations and circumstances.

*This policy relates to Head Start Performance Standards 45 CFR Part 1302.90*

### PROCEDURE:

1. Family files are established, maintained and kept confidential at all program levels. Staff must keep all family files in a locked cabinet when not in use.
2. Family files include enrollment forms, Family Assessment, Family Partnership Agreement, Family Visits, referrals and follow-up reports of contacts with other agencies/community resources, crisis intervention documentation, and other pertinent information.
3. Access to file will only be granted to appropriate staff members after signing disclosure form stating who accessed 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 that time, they will be placed in the family file.

*Approved by the Policy Council: August 2018*