

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Part: 1302 Program Operations**

**Subpart: E- Family and Community Engagement Program Services**

**Section: 1302.52 Family Partnership Services**

**Subject: Confidentiality of Information**

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**Policy**

Information gathered about Head Start/Early Head Start children and families will be kept confidential.

**Procedure**

1. All records gathered about Head Start/Early Head Start children and families will be kept confidential.
  - a) All records obtained on each child and family will be kept in the Child/Family file.
  - b) All Child/Family files will be kept in a locked file cabinet. The file will be kept locked unless a staff person is in the office.
  - c) HS/EHS parents will be allowed to have access to the information about their child or family that is kept on file in the Family file.
  - d) Information from the file will be shared only with staff that need to know i.e., Center Director, Family Service Advocate, and in some cases the cook and teaching staff.
  - e) Information from the file will not be transferred to another person or agency without the parent's written permission. The permission statement must be signed and dated by the parent.
  
2. Observations of child and families in the classroom.
  - a) Staff must keep any information gathered through observing children or families in the classroom confidential – it must not be shared with anyone other than HS/EHS staff who has a need to know that information. Breaking confidentiality is grounds for dismissal.
  - b) HS/EHS staff will be asked to sign a confidentiality statement when they begin employment.
  - c) Regular volunteers at the HS/EHS program will be asked to sign a confidentiality statement.
  - d) Contracted Service Providers (therapists) will be asked to sign a confidentiality statement.
  - e) HS/EHS parents will be advised to respect other children and families by keeping any information they gather through observation of children or families while volunteering in the classroom confidential.
  - f) Family Service Advocates will discuss the need for confidentiality regarding information they might acquire through observation at the center, at Parent Committee Meetings, socializations, and other HS/EHS activities with the parents.