

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

**Part: 1303 Financial and Administrative Requirements**

**Subpart: C-Protections for the Privacy of Child Records**

**Section: 1303.20 Establishing Procedures**

**Subject: Confidentiality of Records**

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**Policy:**

The Tri-County Community Council, Inc. Head Start/Early Head Start does not allow any child's file/records to be viewed by parent volunteers or classroom volunteers. Tri-County Community Council, Inc. Head Start/Early Head Start staff will control access to files and prohibit parents and volunteers from reviewing any records other than their own.

**Procedure:**

1. Files will be kept in a locked file cabinet at all times and keys in an undisclosed place.
2. Confidential information obtained from families will be filed in the appropriate place when received.
3. Children's telephone numbers, addresses, and such will not be accessible to other parents or volunteers without prior written consent from the parent/legal guardian.
4. A confidentiality form must be signed, witnessed, and placed in each volunteer's file.
5. Confidentiality statements are signed by each employee at hiring and annually during pre-service training.