

## Confidentiality Policy

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### **Policy Statement:**

The purpose of this Confidentiality Policy is to protect the rights and privacy of families and students regarding Head Start/ECEAP child and/or family records. All OESD Head Start/ECEAP child and family records are confidential and will not be disclosed without written parent/guardian consent (with the exception of CPS reporting and subpoenas by a court of competent jurisdiction and any case in which state law requires). Parents have a right to review their child's Head Start/ECEAP files. Such requests should be submitted in writing to the appropriate staff coordinator.

When the Head Start/ECEAP program is located in a public school, Head Start/ECEAP staff should inform themselves of the school district confidentiality policy and follow said policy, recognizing that school district policy supersedes Head Start/ECEAP's Confidentiality Policy. If conflict arises between Head Start/ECEAP and School district confidentiality policy, it should be resolved by the OESD Head Start/ECEAP director and school district administration.

Where Head Start/ECEAP is not subject to a school district's confidentiality policy, the following applies:

### **Confidentiality of Information:**

All information on children and families obtained by staff while the child is in Head Start/ECEAP is confidential information.

The fact that a child is in Head Start/ECEAP is confidential information.

### **Disclosure of Records/Information:**

Disclosure of records and information to individuals and agencies outside Head Start/ECEAP will not be made without written consent of the parent or guardian except for CPS reporting, or when staff is served a subpoena by a court of competent jurisdiction, or any case in which state or federal law requires an exception.

Written parent/guardian consent is required for the individual observation of a particular child by a consultant (e.g., mental health professional).

- A. An accounting of disclosures to outside individuals or agencies will be kept by the appropriate staff member or child care provider in the child's record, including date, nature and purpose of disclosure, and name of person to whom disclosure is made.
- B. Information from the child's and/or family's record may be released to other individuals or agencies upon the written request of the parent or guardian.
- C. A release of information will contain the following:

1. It must be in writing.
2. It must be signed by the child's parent or guardian and dated.
3. It must specify the child's name and the specific information to be released.
4. It must specify the purpose or reason for the release of information.
5. It must specify to whom the information is being released.
6. It must specify the expiration date of the release of information.
7. It must contain a statement that the information is not to be released to agencies and individuals not specified in the release.

### **Access to Family Files:**

*Parents or guardians will be informed of the Olympic ESD Head Start/ECEAP Confidentiality Policy.*

The parent(s) or guardian(s) may request and be granted access to their family's file. To assure confidentiality, only one family file shall be viewed at a time.

When a parent or guardian requests copies, the staff or child care provider may provide copies, direct the person to where copies can be obtained, or consult with the coordinator about releasing copies. If a person unknown to the program or another agency requests copies, a written permission from parent will be obtained or a subpoena will be requested.