

PRIVACY OF CHILD RECORDS: 1303.20-24

Associates have a unique relationship with the children, families, centers and Family Child Care Homes they serve. Associates are often privileged to sensitive information. All Early Learning Ventures associates are held to the highest standards in ensuring confidentiality. We shall maintain confidentiality and shall respect the children, families, centers and Family Child Homes right to privacy, refraining from disclosure of confidential written and verbal information and intrusion.

Procedure

1. Family and Center /FCC files are established, maintained, and kept confidential at all program levels. Associates are responsible to keep all paper files in a secure location when not in use. Electronic files are kept on a secure computer in Alliance CORE, with associates logging out when not in use.
2. When transporting confidential information to any location, associates will ensure documents remain safe in their possession at all times.
3. Family, Center and FCC files include completed forms and reports along with all documented CORE information.
4. All Associates are mandated child abuse and neglect reporters and must work with their Coordinator in reporting suspected child abuse. When we have reason to believe that a child's welfare is at risk, it is permissible to share confidential information with agencies and individuals who may be able to intervene on the child's best interest. Information regarding child abuse concerns is not considered part of the child's educational record but will be documented in CORE. (To be developed Child Abuse policy)
5. Parents have the right to review their child's site file. In order to do so, parents request to review and associates will schedule time to meet and review. An associate will be present during this review time and can make copies of any needed documentation requested by the parent(s).
6. Child Care Partnerships must request that parents inform them of any health or safety needs of the child that the program may be required to address. Programs must share information, as necessary, with appropriate associates regarding accommodations needed in accordance with the program's confidentiality policy.
7. Documentation must be objective and factual. Written documentation will only be shared upon parent permission or court order requesting a child's file. Written permission must state what information may be given and to whom; For what purpose and when the records may be accessed.