



CONFIDENTIALITY POLICY



PURPOSE

This issuance sets forth the policy regarding confidentiality and protection of individual rights to privacy for children and families of Kids Central, Inc.

The Policy of Kids Central, Inc. is that the individual dignity of children and families will be respected and protected at all times in accordance with the law.

Information about Kids Central, Inc. children and families should not be divulged to anyone other than persons who have a right to know or who are authorized to receive such information. This policy extends to both external and internal disclosure.

GUIDELINES FOR MAINTAINING CONFIDENTIALITY

1. All children's records must be kept in a lock file each day.
2. Access to children's files is limited to appropriate staff.
3. Each file will have a check off sheet that requires signature before looking at files.
4. Staff shall sign and date check sheet in child's file before looking at records
5. Discussion of children's special needs or other personal or family data is prohibited, except on a (need to know basis) with other staff. Discussions will not take place in front of children and families and must only occur in a private area.
6. Parents are prohibited from reviewing records other than those of their own children.
7. Derogatory remarks about children or families in the presence of other children, families, volunteers, or staff are prohibited.
8. All health and safety needs are handled discretely.