# Klamath Family Head Start

#### A Family Development Program Serving Preschoolers

Employee Policy Council

Volunteer Grantee Board

# KLAMATH FAMILY HEAD START

# STATEMENT OF CONFIDENTIALITY

Klamath Family Head Start (KFHS) operates on the assurance of confidentiality to all program participants by the program’s Board, Policy Council, employees, contracted workers and volunteers as provided by the U.S. Privacy Act. In addition, KFHS operates on the assurance of confidentiality of all employee records and actions. Maintenance of confidentiality is part of the State and Federal guidelines under which Head Start is funded and must be met in all instances.

Maintaining confidentiality should be of the utmost concern to all who represent, make decisions for, serve on the Board or Policy Council of, are employed by or volunteer of KFHS. **In all services and actions** offered by Head Start, the client shall be assured that his/her name and all records will remain confidential. If confidentiality were not promised to clients, many would refuse to provide the necessary information.

**The phrase “**maintaining confidentiality” is broad and inclusive. In order to maintain confidentiality, an employee or volunteer at KFHS is not permitted to disclose information concerning the names of families or information from records. An exception could be if a work-related situation requires such information to be discussed or given and only to authorized personnel or agencies upon written permission from the family, using an Authorization to Release Information form. **In addition**, the misuse or removal from the premises, without prior authorization, of any KFHS original records, confidential information, or any other KFHS property (except as necessary in the performance of duty by a member [employee, volunteer]), shall be grounds for immediate action and/or removal from the program.

KFHS is required by Federal and State grants, to furnish certain records and data and to refer families to link with agencies to help access services. Release of this information will be specified in the Release of Information signed by the client. **All staff members** shall use discretion and good judgment in performance of their duties in order to protect KFHS, its employees and clients.

### This form has been developed to assure that KFHS employees, volunteers and families are informed of the importance of maintaining confidentiality. After you read this form and it has been discussed, please sign and date below. All employees and volunteers shall protect KFHS by informing individuals when a potential conversation may be inappropriate or when a comment may break confidentiality.

Name Date

I serve as (circle all that apply):

Staff Volunteer Policy Council Grantee Board Consultant

Approved by the Grantee Board 4/27/00 Approved by the Policy Council 8/23/00 PDM-01-133-1.A PY-22-23 SS Volunteer Packet