

The NWCA Head Start Child Abuse and Neglect Policy will be implemented and revised yearly with the approval of the Head Start Policy Council and the Health Advisory Committee. It will also be revised using consultation with local social service departments, policy departments, and other professional working with NWCA Head Start.

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NORTHWEST COMMUNITY ACTION, INC.
PERSONNEL POLICIES AND PROCEDURES
REVISED AND UPDATED Effective August 21, 2009

I, _____,
(Signature)

have received the Northwest Community Action, Inc. Personnel Policies and Procedures, Revised and Updated Effective August 21, 2009 as of

(Date)

Please sign this statement certifying that you have received the policies and return it to the office in Badger within five (5) days.

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PERSONNEL POLICIES AND PROCEDURES
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Declaration Form for Prospective Employees in Head Start Programs

For use by Head Start Agencies to comply with 45 CFR 1301, Subpart D, Head Start Grants Administration, Personnel Policies, Section 1301.31 8 and (d).

Name of Prospective Employee:

Federal policies now require that Head Start Agencies require all prospective employees to sign a declaration prior to employment which lists:

1. All pending and prior criminal arrests and charges related to child sexual abuse and their disposition;
2. Convictions related to other forms of child abuse and/or neglect; and
3. All convictions of violent felonies.

The declaration may exclude:

1. Any offense, other than any offense related to child abuse and/or child sexual abuse or violent felonies committed before the prospective employee's 18th birthday, which was finally adjudicated in a juvenile court or under a youth offender law;
2. Any conviction for which the record has been expunged under Federal or State law; and
3. Any conviction set aside under the Federal Youth Corrections Act or similar State authority.

Note that individuals who declare, through this form, that they have been arrested, charged with, or convicted of any of the offenses listed above are not automatically disqualified from being hired. Head Start Agencies must review each case to assess the relevance of an arrest, charge, or conviction to a hiring decision.

PLEASE PROVIDE YOUR SIGNATURE ON THE APPROPRIATE CATEGORY BELOW:

I have not been arrested, charged and/or convicted on one or more of the three types of offenses listed above.

Signature

Date

OR

I have been arrested, charged and/or convicted on one or more of the three types of offenses listed above.

Signature

Date

IMPORTANT: Each Head Start Agency must take necessary steps to assure the confidentiality of this form.

**NORTHWEST COMMUNITY ACTION, INC.
STATEMENT OF CONFIDENTIALITY**

The success of Northwest Community Action, Inc. depends to a substantial extent upon the degree of confidentiality. For some, coming to an agency such as Northwest Community Action, Inc. can be a very frightening experience, especially when clients may be concerned that friends or neighbors may find out they are seeking assistance. It is essential that every one affiliated with Northwest Community Action, Inc. (employees, board members, and volunteers) have a commitment to confidentiality. This involves respecting the clients right to privacy and creating a level of trust so clients may receive effective services through open discussions and dialogue. The policy on confidentiality, as set forth below, will be adhered to:

1. **DO NOT** disclose to anyone, the name or identity of clients unless it is necessary for the purposes of providing services. Take particular caution of disclosure to family, friends, or other agencies.
2. **DO NOT** discuss a client's situation with non-staff persons. This includes telephone calls or messages from clients; be especially careful about discussing a client or their situation openly in front of others.
3. **DO NOT** leave telephone messages or notes regarding client phone calls lying around in an open area. All messages should be processed and held in strict confidence.
4. **DO NOT** release client information to outside inquirers without appropriate verification of callers.
5. **DO** be aware of your surroundings when discussing a client or using client's name. Keep all client records and/or documentation secured to the extent possible.
6. **DO** handle inquiries from outsiders regarding clients or co-workers in the appropriate manner, i.e., refer inquiries to the Executive Director or supervisory level staff. This includes verification of employment of past and current co-workers/ employees, as well as verification of services to clients.

I understand and hereby agree to hold all information obtained in the course of employment with Northwest Community Action, Inc. in the strictest confidence. My signature implies that I respect the privacy of clients, the Agency, & its employees, and will not inappropriately discuss or disclose any information regarding client cases to which I have been assigned, and/or have access to. I will also abide by the confidentiality requirements set forth herein. I agree to deliver promptly to Northwest Community Action, Inc. at the termination of my employment, or any other time at Northwest Community Action's request, without retaining any copies, all documents and other material in my possession relating, directly, and indirectly, to any confidential information.