



## Child File Checklist

Please remember that personal files, *especially children's files*, should be kept in a locked filing cabinet or in a locked electronic file. These files or cabinets should be kept in a room with limited access. Everything should be considered private and information should not be openly shared. Those who handle these sensitive documents should be trained on handling private information.

### Intake

- Intake/Application Form
- Child History (*if a boarding program or with psychological needs*)
- Personal Plan
- Photograph (*might also want one of the guardians or parents if a boarding program*)
- Child Protection Safeguarding Training      Date: \_\_\_\_\_
- Model Release Form<sup>1</sup>

### Periodic Updating

*The date next to each is to indicate when the information was updated.*

- Child's Information      Date: \_\_\_\_\_      Date: \_\_\_\_\_      Date: \_\_\_\_\_
- Model Release Form      Date: \_\_\_\_\_      Date: \_\_\_\_\_      Date: \_\_\_\_\_
- Personal Plan      Date: \_\_\_\_\_      Date: \_\_\_\_\_      Date: \_\_\_\_\_
- Health Records (*if a boarding or health program*)
- Child Protection Training (*recommended yearly*)  
20\_\_\_\_,      20\_\_\_\_,      20\_\_\_\_,      20\_\_\_\_,      20\_\_\_\_,      20\_\_\_\_
- Photograph (*recommended yearly*)  
20\_\_\_\_,      20\_\_\_\_,      20\_\_\_\_,      20\_\_\_\_,      20\_\_\_\_,      20\_\_\_\_

---

<sup>1</sup> A Model Release Form allows the organization to use photographs taken during the program for the purpose of advertising, marketing, and general communication. Parents should be able to refuse consent and photographs will not be used.