Camera Use Policy

Video surveillance guidelines
for families and staff

To ensure the safety and security of all children and staff, our childcare center uses a closed-circuit video surveillance system in designated areas of the facility. Only center directors or authorized administrative staff have access to live or recorded video. Families and staff members do not have direct access to video footage.

Cameras Are Used To

- Monitor daily operations and safety.
- Review incidents involving children or staff.
- Assist in investigating concerns raised by families or staff.
- Support licensing or legal investigations when required.

Camera Placement

- Cameras are located in classrooms and hallways.
- No cameras are installed in bathrooms or staff-only private areas.

Privacy and Confidentiality

- All video footage is confidential and used only for center-related purposes.
- Requests from families to review footage will be considered only in relation to specific incidents involving their child and only if doing so does not compromise the privacy of others.
- Staff are notified upon hire that surveillance is in place and may be used in performance-related investigations.

Storage and Retention

- Video recordings are securely stored and retained for approximately 30 days.
- Footage is automatically deleted unless flagged for investigation.

Prohibited Use and Consequences

- Sharing or accessing footage without permission is strictly prohibited.
- Any misuse may result in disciplinary action or legal consequences.

Acknowledgment

By signing below, I acknowledge that I have read and understood the Camera Use Policy.

Printed Name _____ Signature _____ Date _____

Role / Position _____ Director Signature _____