

HEAD START/EARLY HEAD START

VIDEO CAMERA USAGE & MONITORING POLICY

Policy Number: AD2017	Effective Date: 3/20/20	Policy Council Approval Date: 2/25/20 Review Date: 10/3/22
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PERFORMANCE OBJECTIVE: Head Start/Early Head Start will ensure the safety of children and the integrity of a high quality program. 1302.47(5)(iii) All staff and consultants [will] follow appropriate practices to keep children safe during all activities, including, ... appropriate indoor and outdoor supervision of children at all times.

POLICY: Video footage from center/site cameras will be viewed on a regular basis as an avenue for monitoring key aspects of the program.

PROCEDURES:

1. All centers will have video cameras that record classroom activities on a daily basis.
2. Video cameras will be operational both day and night to ensure the safety of the children, staff, volunteers, and facilities.
3. Dysfunctional cameras or issues with the usage of the video camera will be directed to the ESC Information Technology Director.
4. Area Supervisors, program Coordinators, Directors, and Mental Health Consultants may view video footage at any time, on-site, to ensure the safety of the children/staff and quality of the program.
5. Area Supervisors will use video footage to promote high quality teaching and services by showing segments to Teachers, Teacher Aides, and other staff, as needed.
6. Use of videotaping during home visits must be with parental permission only.
7. Viewing of video footage by parents, volunteers, or other community members must be approved by the Director of HS/EHS.
8. Area Supervisors will at a minimum review video footage of classrooms on a weekly basis. Review of each classroom must be for at least 10 minutes and the times of the day in the classroom should be rotated to ensure a clear picture of day-to-day activities. This review of footage may be on-site or off-site, through remote access.
9. EHS/HS Coordinators/Managers will review video segments of classrooms on an assigned schedule from their supervisor. Monitoring of classrooms through video will be for the purpose of training and support of staff.

10. When an Area Supervisor or Coordinator/Manager reviews footage that compromises the safety of children and/or staff in the classroom, the footage will be saved on a flash drive or on the employee's Google Drive. This may be used later for corrective action.