



Oglala Lakota College
Head Start/Early Head Start Program
POLICY AND PROCEDURES



VIDEO SURVEILLANCE AND MONITORING POLICY

POLICY

To further ensure the safety and security of our children, staff and facility, all Head Starts Centers are equipped with video surveillance cameras. The Administration staff are the only employees authorized to review the recordings. To ensure compliance with Head Start Standards, cameras will be monitored periodically.

PROCEDURE

1. Video surveillance cameras are only located in public areas. Cameras will not be used in areas of Head Start where families and staff have a “reasonable expectation of privacy”, i.e. Private Offices and Restrooms.
2. Video surveillance signs are posted at all Head Start facilities.
3. The equipment is used for the safety and security of our students, staff and facilities.
4. The cameras are constantly on and recording 24/7. The system is set-up to save data for 30 days only.
5. In the case of a known incident, still pictures or video is saved and filed with specific incident report, provided the equipment is functional at the time of the incident.
6. Our video surveillance system does not have the capacity to record audio conversations.

Video surveillance is used to deter and detect crimes and compile a visual record of activity for each facility. A video surveillance system ensures that all areas of a building are kept secure. Legal Note: there are no federal laws that govern video surveillance.

DOCUMENTATION

Incident reports and written concerns
Camera Monitoring Log

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PCApproval:

BOTApproval