

**AGAPE CHILD DEVELOPMENT CENTER
INTERNAL PROCEDURES
SECURITY CAMERA POLICY & PHOTOGRAPHY/ VIDEOGRAPHY POLICY**

SECURITY CAMERA POLICY

Agape uses security cameras to monitor public areas and classrooms to deter inappropriate behavior, assist in providing security and safety of individuals and observation of classroom management for developmental purposes. Video monitoring of public areas for security purposes is limited to uses that do not violate the reasonable expectation of privacy.

Video monitoring for security purposes will be conducted in a professional, ethical, and legal manner. Monitoring individuals based on characteristics of race, gender, ethnicity, sexual orientation, disability, or other protected classification is prohibited. Video monitoring is only one of the tools used for classroom observation.

Staff involved in video monitoring will be appropriately trained and supervised in the responsible use of this technology. No staff other than those approved and trained in the use of the security camera system will operate cameras at any time.

Each incident that is supported or initiated by the security camera system will be documented. In the record of the incident the observer will identify:

- Security camera system was used in the incident
- Any pertinent information gathered by the security camera system
- Follow reporting policy for suspecting child maltreatment

PHOTOGRAPHY/ VIDEOGRAPHY

Throughout your employment, pictures and video may be taken to use for legal, public and promotional advertisement. The footage will be conducted in a professional, ethical, and legal manner in public areas and will not violate the reasonable expectation of privacy. It is also not permissible for employees to capture pictures of children on personal photographic media or on social/ technology forms without permission from parent.

I give Agape CDC permission to use my photography/videography in legal publicity & promotional advertisement to publicly represent Agape CDC at any appropriate, approved public function through the appearances and performances.

I give Agape CDC permission to monitor me on the premises of Agape CDC for the purposes of observation and development of my performance.

Your signature indicates that you have received, read, understand and agree to the policy.

Print Name

Authorized Signature

Date