

ALABAMA COUNCIL ON HUMAN RELATIONS, INC.  
CHILD DEVELOPMENT PROGRAM

15G160119



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*Please read and keep this sheet for your information.*

***CAMERA MONITORING AND VIDEO/AUDIO RECORDING IN THE CENTERS  
POLICY FOR PARENTS***

Cameras and video/audio recording systems are installed in the centers and are for the exclusive use of ACHR.

**Each classroom, home visit area, hallway, bus loading area, playground and bus is monitored for security reasons.** Recordings will be kept for a certain period of time before their space is reused, unless Educators or the CEO decide to keep a video/audio record for training or other purposes.

**ACHR will use the camera and video/audio recording systems for these reasons:**

1. for child, parent, staff, building, playground and bus security;
2. to monitor employee compliance with program guidelines and agency policies and procedures;
3. for staff training;
4. to help staff evaluate and improve their classroom skills;
5. to record children's progress or document staff observations;
6. to allow parents or guardians who have scheduled an appointment to review their children's classroom activities at certain days or times, ***as agreed on by the CEO or designee***;
7. other agency related reasons, limited to that which is reasonably necessary to accomplish agency objectives.

Because cameras are located in each center classroom, home visit area, hallway, playground, bus loading area, and bus, any staff or person in these areas may be monitored including parents, volunteers and visitors who enter monitored areas.

Except in circumstances directly related to ACHR business, ACHR will not disclose any personal information obtained in the course of camera and video/audio recording monitoring. Video/Audio recordings are treated as confidential information, and are kept in secure areas.

If a parent wants to review a video recording (of their own child) the parent must give a reason, what period they want to review and ***make an appointment ahead of time***. Parents should be considerate of Educator's and other staff's time in making such requests. Also, parents should be aware that like any other technology, sometimes the system does not properly record.