



Little Llama Montessori Academy

Video Surveillance Policy

Purpose

This policy defines the use and management of the video surveillance system at **Little Llama Montessori Academy (LLMA)**.

The video surveillance system is designed to enhance the security and safety of our children, staff, families, and facilities by helping to deter and review actions or incidents that may not be in keeping with the safety and well-being of the childcare community.

Scope

This policy applies to all video surveillance equipment owned and operated by Little Llama Montessori Academy.

Surveillance cameras are positioned to monitor appropriate areas of the childcare facility while respecting the privacy of children, staff, families, and visitors.

The cameras do not record audio.

System Operation

- The video surveillance system may operate continuously, 24 hours a day, seven days a week.
- Surveillance cameras will only be installed in areas where there is not a reasonable expectation of privacy.
- Cameras will **not** be installed in bathrooms, toileting areas, changing areas, staff washrooms, or other private areas.
- Only authorized individuals designated by Little Llama Montessori Academy management will have access to the surveillance system and recorded footage.
- Video recordings will be stored securely for a period consistent with Little Llama Montessori Academy's retention practices and will not be retained for longer than **one year**, unless the footage is required as part of an investigation, licensing matter, insurance matter, legal proceeding, or where otherwise required by law.

Access to Footage

Access to recorded surveillance footage will be restricted to authorized Little Llama Montessori Academy personnel.

Surveillance footage will not ordinarily be released to parents, staff members, visitors, or other external parties except where disclosure is authorized or required by law.

Footage may be reviewed when reasonably necessary in relation to:

- a child safety concern;
- an accident or incident;
- a licensing investigation;
- an insurance matter;
- a police investigation;
- a legal matter; or
- another serious safety or security concern.

Data Security

Little Llama Montessori Academy will take reasonable security measures to protect surveillance recordings from unauthorized access, use, copying, disclosure, or alteration.

Security measures may include:

- password-protected access;
- regularly reviewing and updating passwords;
- limiting system access to authorized individuals;
- maintaining appropriate internet and network security measures; and
- taking immediate corrective action if unauthorized access or a security breach occurs.

Any unauthorized access to the surveillance system will be addressed promptly. Where appropriate or legally required, affected individuals will be notified.

Responsibilities

Little Llama Montessori Academy management is responsible for:

- implementing this policy;
- controlling access to the surveillance system;
- maintaining appropriate security safeguards;
- reviewing the policy annually; and
- updating the policy when necessary.

Staff members are responsible for:

- following this policy;
- maintaining confidentiality;
- not accessing surveillance footage unless specifically authorized; and
- cooperating with surveillance-related procedures or investigations.

Compliance and Consent

Little Llama Montessori Academy will use video surveillance in accordance with applicable privacy laws, childcare requirements, and relevant privacy guidance.

This policy will be communicated to staff and made available to parents and guardians so that families are aware that video surveillance is being used.

Consent and acknowledgement regarding the use of video surveillance may be included in:

- staff policy and procedure agreements; and
- children's registration documentation or parent agreements.

Documentation

Any authorized release or disclosure of surveillance recordings will be documented.

Documentation should include:

- the date of disclosure;
- the person authorizing or releasing the footage;

- the person or organization receiving the footage; and
- the reason the footage was disclosed.

Signage

Clear signage will be posted at entrances and/or appropriate areas of the facility to inform staff, families, visitors, and other individuals that video surveillance is in operation.

Confidentiality

Surveillance footage is considered confidential.

Staff members are not permitted to:

- access footage without authorization;
- take photographs or screen recordings of surveillance footage;
- copy footage;
- distribute footage;
- post footage online or on social media; or
- discuss footage with individuals who are not authorized to receive the information.

Parent and Guardian Requests

Parents or guardians who have questions or concerns regarding an incident captured by surveillance may contact Little Llama Montessori Academy.

Any request to view or obtain surveillance footage will be considered individually, taking into account the privacy of **all children, staff members, families, and other individuals appearing in the recording.**

A request does not automatically mean that surveillance footage can be released.

Inquiries

Any questions or concerns regarding the video surveillance system should be directed to the **Licensee/Director of Little Llama Montessori Academy.**

Review and Amendments

This policy will be reviewed **annually** and may be amended as necessary to reflect changes in legal requirements, childcare practices, technology, or privacy and safety best practices.