

**CCTV Policy**

We may install CCTV cameras to help ensure the safety and security of our children, employees and visitors.

If we install CCTV cameras we will:

- notify employees and families in writing at least 14 days before use
 - when they will start recording
 - whether they will record footage continuously or intermittently
 - the period of surveillance
 - how long the footage will be kept
 - who has access to the footage
 - when and how the footage will be deleted
 - that they may consult with the Nominated Supervisor about the surveillance
- display signs telling people CCTV cameras are in use
- record vision but not sound
- never use it in adult or children's toilets, bathrooms or change rooms.

During the 14 day notice period we will consult with employees and families.

We will give new employees or families a copy of the CCTV policy before they start.

Educator and Management Policy

Contains:

- Code of Conduct
- Procedures if staff wish to babysit outside work hours
- Management responsibilities
- Procedures for managing visitors
- Communication procedures including procedures for meetings and business communications
- Performance development and performance management guidelines
- Work health and safety issues – bullying, harassment and discrimination, stress management
- Orientation procedures for new or returning staff
- Procedures for managing students and volunteers.

Do you have any feedback or comments about this policy? Please include below.

| Educator's Name | Educator's Signature |
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Week 40, 9-13 December 2024 – 7.2.3 Development of Professionals