

# SOUTHWEST HRA HEAD START

**Section:** Administration  
**Subject:** Classroom Photography/Video  
**Revised:** February 27, 2003

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## **POLICY:**

Any photography or video recording of Head Start children being done by anyone other than Head Start staff will be approved by the Head Start Director prior to the activity. This is to insure confidentiality of the Head Start children and their families.

## **PROCEDURE:**

1. The Head Start Teacher will submit to the Head Start Director a request for approval of any photography or video recording of Head Start children being done by anyone other than Head Start staff. This must be done prior to the activity.
2. The Head Start Director will approve/disapprove the request.
3. The approval/disapproval of the request will be faxed back to the Head Start Teacher to be filed.