



## CCTV Policy

The nursery CCTV surveillance is intended for the purposes of:

- Promoting the health and safety of children, staff, and visitors
- Protecting the nursery building and resources
- Developing best practice.

The system comprises of several fixed cameras. These are placed around the nursery, inside but not in the toilets or changing areas. This is to maintain children's dignity.

## Monitoring

The CCTV is monitored centrally from the nursery office and is registered with the Information Commissioner's Office (ICO) under the terms of the Data Protection Act. This policy outlines the nursery's use of CCTV and how it complies with the Act. The nursery complies with ICO CCTV Code of Practice to ensure it is used responsibly.

All authorised operators and employees with access to images are aware of the procedures to be followed when accessing the recorded images. All operators are trained to understand their responsibilities under the CCTV Code of Practice. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images. A copy of this CCTV policy will be provided on request to staff, parents and visitors to the nursery and will be made available on the website and in the policy file.

## Location of cameras

Adequate signage will be prominently displayed at the entrance to the nursery's property. Signage shall include the name and contact details of the data controller.

## Storage and retention

The images captured by the CCTV system will be retained for a maximum of 14 days, except where the image identifies an issue and is retained specifically in the context of an investigation or prosecution of that issue.

The images and recordings will be stored in a secure environment with a log of access kept. Access will be restricted to authorised personnel.

Supervising the access and maintenance of the CCTV system is the responsibility of the registered person. In certain circumstances, the recordings may also be viewed by other individuals. When CCTV recordings are being viewed, access will be limited to authorised individuals on a need-to-know basis. Files will be stored in a secure environment with a log of access to recordings kept.

## Subject Access Requests (SAR)

Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act and GDPR. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time and location.

The nursery will respond to requests within 14 calendar days of receiving the request. The nursery reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

A record of the date of the disclosure along with details of who the information has been provided to (the name of the person and the organisation they represent) and why they required it will be made.

Where footage contains images relating to third parties, the nursery will take appropriate steps to mask and protect the identities of those individuals.

## Complaints


Complaints and enquiries about the operation of CCTV within the nursery should be directed to the manager of the nursery in the first instance.

## Responsibilities

The manager (or deputy) will ensure:

- That the use of CCTV systems is implemented in accordance with this policy
- They oversee and co-ordinate the use of CCTV monitoring for safety and security purposes
- That all CCTV monitoring systems will be evaluated for compliance with this policy

- That the CCTV monitoring is consistent with the highest standards and protections
- That if safeguarding concerns arise from monitoring the footage, appropriate safeguarding actions are taken, e.g. contacting the Local Authority Designated Officer (LADO). See the Safeguarding children and child protection policy for procedures in the event of a staff allegation
- They review camera locations and be responsible for the release of any information or recorded CCTV materials stored in compliance with this policy
- That the perimeter of view from fixed location cameras conforms to this policy both internally and externally
- That all areas being monitored are not in breach of an enhanced expectation of the privacy of individuals
- That monitoring footage is stored in a secure place with access by authorised personnel only
- That images recorded are stored for a period not longer than 14 days and are then erased unless required as part of a criminal investigation or court proceedings (criminal or civil)
- That camera control is solely to monitor suspicious behaviour, criminal damage etc. and not to monitor individual characteristics
- That under certain circumstances, the CCTV footage may be used for training purposes (including staff supervision, staff training etc.) or for parents to view child transitions.

This Policy was adopted on:	Signed on behalf of Nursery:	Date to be reviewed:
01/10/2024	 A.Wood-Dobby	01/10/2025