



## CCTV Policy

EYFS: 3.4, 3.69

As part of Harvey Road Day Nursery's on-going commitment to continually improving the quality of childcare we are able to offer our Nursery premises are securely monitored by a CCTV (closed-circuit television) surveillance system.

The Nursery Manager is responsible for the operation of the CCTV system and for ensuring compliance with this policy; the Nursery Manager will be supported in this by the Nursery Directors.

CCTV is increasingly being employed in childcare and educational settings with the intention of improving quality of care and the safety and security of children, staff and property. The Nursery recognise that while the use of CCTV has become a common feature of our daily lives and while its use is generally accepted, CCTV operators have certain duties and responsibilities to those whose images are recorded on camera.

The Nursery complies with the Information Commissioners CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its continued use.

The use of CCTV and the associated images is covered by the Data Protection Act 2018, (GDPR). This policy outlines the Nursery's use of CCTV and how it complies with the Act and is associated with the Nursery's Data Protection Policy, the provisions of which should be adhered to at all times.

### **Purpose of the System**

The CCTV system has the primary purposes of monitoring the care children receive and improving safety and security at the Nursery.

The system will:

- Help ensure the safety of all Nursery users, staff, children, parents and visitors, consistent with the respect for the individuals privacy
- Monitor staff interaction with children and ensure children are appropriately cared for at all times
- Facilitate the identification of any activities or events which might warrant further investigation and provide evidence to the Nursery Manager when considering potential disciplinary proceedings against staff
- Reduce the threat of a child leaving or being taken off the premises without authorisation
- Deter and detect theft and / or damage to the building

- Assist in the prevention and detection of crime and deter those having criminal intent

The system will not be used to provide images for the world-wide-web or record any sound.

### **The CCTV System**

The CCTV system at Harvey Road Day Nursery comprises twelve fixed position cameras, a monitor, digital hard drive recorder and public information signs. Cameras are located at strategic points on the premises and cover all main rooms and entrances. No camera is hidden from view and all cameras will be prevented from focusing on areas of private accommodation, changing facilities and toilet areas. There are no cameras located in the Nursery staff room area. Public information signs are prominently placed at the Nursery entrance and exit points to inform staff, children, parents and visitors that a CCTV system is in use. Although every effort has been made to ensure maximum effectiveness of the CCTV system we cannot guarantee that the system will detect every incident taking place within the area of coverage.

### **Recording**

Digital recordings are made using a digital video recorder, stored securely, operating in real-time mode and monitor the Nursery site continuously 24 hours a day. Recorded images will ordinarily be retained for a period of 2 weeks from the date of the recording, before being automatically overwritten. In exceptional circumstances, such as those requiring further investigation, specific recorded images may be retained for a period exceeding 2 weeks if deemed appropriate and with the prior authorisation of the Nursery Manager and Nursery Directors.

### **Access**

Viewing of the recorded images of CCTV will be restricted to the Nursery Manager and Deputies within the privacy of the Nursery office, and also to those staff authorised by the Nursery Manager who legitimately need access, in accordance with the purpose of the system.

This is not a “webcam” facility; parents may only have accompanied access to view recordings in exceptional circumstances, with the prior approval of the Nursery Manager and Nursery Directors.

### **Disclosure**

Disclosure of the recorded images to third parties (such as law enforcement agencies) may only be authorised by the Nursery Manager in exceptional circumstances and with the approval of the Nursery Directors. Disclosure will only be granted:

- If its release is fair to the individuals concerned
- If there is an overriding legal obligation (e.g. information access rights)
- If it is consistent with the purpose for which the system was established

All requests for access or for disclosure are recorded and if access or disclosure is denied, the reason is documented.

### **Subject access requests**

Individuals whose images are recorded have a right to view images of themselves and, unless they agree otherwise, to be provided with a copy of the images. Requests for access should be addressed to the Nursery Manager.

If the Nursery receives a request under the General Data Protection Regulation 2018 (GDPR) it will comply with requests within 40 calendar days of receiving the request and may charge a fee for the provision of a copy of the images. If the Nursery receives a request under the Freedom of Information Act it will comply with requests within 20 working days of receiving the request. As a general rule, if the viewer can identify any person other than, or in addition to, the person requesting access, it will be deemed personal data and its disclosure is unlikely as a Freedom of Information request. Those requesting access must provide enough detail to allow the Nursery Manager to identify that they are the subject of the images, and for the Nursery Manager to locate the images on the system.

Questions relating to this policy and the use of CCTV at Harvey Road Day Nursery should be directed to the Nursery Manager.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
<b>July 2023</b>	<b>Suzanne Baldry - Manager</b>	<b>July 2024</b>