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## 82. CCTV Policy

Shapes Day Nursery is securely monitored by a CCTV surveillance system with the aim to provide a safer and more secure environment for the benefit of children, parents, and staff.

Images and audio are monitored, recorded, and used in strict accordance with this policy.

The Nursery Manager is responsible for the operation of the system and for ensuring compliance with this policy and is the named data Controlling Officer.

### **Data Protection Act 1998**

CCTV digital images, if they show a recognisable person, are personal data and are covered by the Data Protection Act.

### **The CCTV System**

The System comprises of 13 fixed position cameras with audio, a monitor, digital hard drive recorder and public information signs. Cameras are located at strategic points on the premises: 2 x car-park, front entrance, hallway, sleep room, kitchen, 4 x classroom, 1 x toddler room, rear garden, 1 x baby room, No camera is hidden from view and there are no cameras situated or positioned into children's bathrooms and staff toilet. Signs are prominently placed at the entrance and exit points of the site to inform staff, children, parents and visitors that a CCTV installation is in use.

### **Purpose of the System**

The CCTV has been installed to ensure the safety of the children in our care, and helping to ensure the safety of all staff, parents and visitors.

We will monitor the system to:

- Assist in the overall security/safeguarding of individuals, premises, and equipment. and staff
- Act as an effective deterrent against criminal activity such as vandalism
- Facilitate the identification of any incident which may necessitate actions being taken including evidence of concerns or allegations.
- Increase learning opportunities for staff

It is recognised that images are sensitive material and subject to the Data Protection Act 1998; the Nursery Manager is responsible for ensuring day to day compliance with the Act. All tapes will be handled in strict accordance with this policy.

## **Recording**

Digital recordings are made in real time mode and secured on the systems server and can only be accessed by those authorised to do so. They are recorded on a rolling programme of 28 days and operate 24 hours a day.

## **Access to Images**

Access to images will be restricted to those authorised by the Data Controlling Officer. The system is accessible on apps and the Data Controlling Officer will ensure the following protocols will be followed:

- Password protected computers
- All viewing details will be kept every time pre-recording is accessed for any type of investigation.
- All details will be kept every time CCTV live recording is accessed of staff observation purpose.

Disclosure of recorded material to third parties is limited to the following authorities:

- Law enforcement agencies where images recorded would assist in a criminal enquiry and or/the prevention of terrorism and disorder.
- Prosecution agencies
- People whose images have been recorded and retained unless disclosure to the individual would prejudice criminal enquiries or criminal proceedings.
- Emergency services in connection with the investigation of an accident

CCTV recordings will be made available to the police and other relevant authorities without consent of parents if requested as such for child protection reasons.

Anyone who believes that they have been recorded by CCTV can ask to see a copy of the data, subject to guidelines covered by the Data Protection Act. They do not have a right of instant access, a written request must be submitted to the management team for access. The nursery manager if appropriate will then arrange for viewing of the images and subsequent discussion of content. Parents will only be able to view the CCTV footage under special circumstances (and again permission in writing must be sought) this is to protect all other children and staff in the nursery.

The Data Protection Act gives the management team the right to refuse a written request where such access could prejudice a criminal investigation or impede the apprehension or prosecution of offenders. If they decide to refuse the request, all reasons will be fully documented, and the subject will be informed.

## **Arrangement Procedures**

All users of the nursery will be notified of the use of CCTV by appropriate signage throughout the nursery.

CCTV will also be used by the nursery management for quality monitoring purposes, staff performances will be monitored as unplanned observation to ensure quality practice in children's learning and development and for safeguarding purposes.

