

CCTV Policy

The safety, welfare and protection of children are of paramount importance. The setting operates a Closed-Circuit Television (CCTV) system within designated areas of the nursery to support safeguarding, promote the welfare of children, enhance security, protect staff, and assist in the investigation of incidents where appropriate.

The use of CCTV is carefully managed to ensure it is proportionate, necessary and compliant with data protection legislation. Cameras are not used to replace active supervision of children by staff.

This policy should be read alongside the setting's Safeguarding and Child Protection Policy, Data Protection Policy, Confidentiality Policy and Privacy Notice.

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 **[4]** fixed cameras. These are placed around the nursery, inside and outside, but **not** in the toilets or changing areas. This is to maintain children's dignity.

The use of CCTV to control the perimeter of the nursery for security purposes has been deemed to be justified by the nursery management. The system is intended to capture images of intruders or of individuals damaging property or removing goods without authorisation or of antisocial behaviour.

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.

CCTV footage may be viewed when:

- A safeguarding concern has been raised.
- An accident or incident requires investigation.
- A complaint has been made.
- Criminal activity is suspected.
- Requested by the Police or another statutory agency.
- Required to comply with legal obligations.

Every occasion that footage is viewed will be recorded, including:

- Date
- Time
- Reason for viewing
- Person authorising access
- Person viewing the footage

All staff are expected to:

- Understand the purpose of CCTV.
- Maintain confidentiality.
- Never record or photograph CCTV footage using personal devices.
- Report any faults with the CCTV system immediately.
- Continue to actively supervise children at all times.

Access to live or recorded footage is strictly restricted.

Only the following authorised persons may access CCTV recordings:

- The Registered Provider
- Nursery Manager
- Deputy Manager (where authorised)

Footage will only be viewed where there is a legitimate safeguarding, welfare, security or legal reason.

Staff must not access CCTV recordings without authorisation.

CCTV is an additional safeguarding measure and does not replace professional vigilance.

Location of cameras

The location of CCTV cameras will be indicated and adequate signage will be placed at each location in which a CCTV camera(s) is sited to indicate that CCTV is in operation. Adequate signage will also be prominently displayed at the entrance to the nursery's property. Signage shall include the name and contact details of the data controller as well as the specific purpose(s) of the CCTV camera.

Storage and retention

The images captured by the CCTV system will be retained for a maximum of 30 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.

All CCTV recordings are confidential.

Footage will not be shared with parents, staff or third parties unless:

- Required by law.
- Requested by the Police.
- Requested by Children's Social Care.
- Required by a court order.
- Disclosure is permitted under UK GDPR and Data Protection legislation.

Any requests for access to CCTV recordings will be managed in accordance with UK GDPR and the Data Protection Act 2018.

Supervising the access and maintenance of the CCTV system is the responsibility of the registered person/manager. 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.

Recorded footage and the monitoring equipment will be securely stored in a restricted area. Unauthorised access to that area will not be permitted at any time. The area will be locked when not occupied by authorised personnel. A log of access to footage will be maintained.

When accessing images two authorised members of staff must be present. A written record of access will be made. A record of the date of any disclosure request along with details of who the information has been provided to (the name of the person and the organisation they represent), why they required it and how the request was dealt with will be made and kept, in case of challenge.

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 will be made of the date of the disclosure, along with details of to whom the information has been provided (the name of the person and the organisation they represent) and the reason it was required.

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
- They maintain a record of access (e.g. an access log) to or the release of files or any material recorded or stored in the system
- 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 external cameras are non-intrusive in terms of their positions and views of neighbouring residential housing and comply with the principle of 'Reasonable Expectation of Privacy'
- 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 30 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.

CCTV Notice: The setting operates CCTV in designated childcare rooms and communal areas to support safeguarding, child protection, security and the investigation of incidents. Cameras are not installed in toilets or nappy changing areas, and footage is only accessed by authorised personnel in accordance with our CCTV Policy and UK GDPR.

This policy was adopted on	Signed on behalf of the nursery	Date for review
17 th July 2026	F. Joyce	17 th December 2026