



Security Camera Policy

Purpose

This policy is designed to ensure that only authorised individuals have access to Little Dreams Nursery and to safeguard the well-being of children and staff. It aligns with our Health and Safety Policy and complies with the Data Protection Act 2018.

System Overview

The nursery operates a single fixed-position security camera with audio, located above the main entrance. This camera also monitors the garden and car park areas.

Signage and Notification

Clear signage is displayed at strategic points, including the entrance, to inform staff, parents/carers, visitors, and members of the public that surveillance is in operation. All staff and parents/carers have been notified through verbal communication, newsletters, and signage that the camera operates throughout the day in the garden and entrance areas.

While every effort has been made to ensure the system's effectiveness, it may not capture every incident within its coverage area.

Purpose of the System

The Nursery Director has installed the security camera with the following objectives:

- To prevent unauthorised access to the nursery
- To ensure the safety of children while outdoors
- To assist in the prevention and detection of crime
- To support staff training and professional development

These goals are pursued with full respect for individual privacy.

Access and Monitoring

Access to live or recorded footage is strictly limited to Management within the office, and to designated staff members where necessary and appropriate to the system's purpose.

The Nursery Director retains secure remote access to the system to support site security out of hours and with staff development during working hours. This system is not a "webcam" service; parents and carers do not have access to view recordings.