

CCTV Policy

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1. Introduction:

HND Children's Care Ltd believe that all staff have a right to work in a safe and secure environment, and our accommodated children have the right to live in a safe and secure environment also - CCTV is used to assist in the protection of the children, staff, and visitors; but also, to assist with the protection of the physical building and vehicles.

This policy is designed to maximise the safety of all, to identify who CCTV will operate, and to identify that we will inform stakeholders that we have CCTV and why.

Both the company and its staff share responsibility for monitoring, highlighting, and managing risks.

For the purposes of this HND Children's Care Ltd CCTV policy, all references to staff include permanent and temporary staff, full and part time staff and agency workers.

2. Purpose:

CCTV has been installed at the home to provide additional protection to the children, staff, visitors, the home, and its vehicles. For residential children's homes, the local authority are made aware of the use of CCTV prior to admission of new children or during placement if



required – the use of CCTV is identified within each homes statement of purpose.

CCTV will not be used in any of homes for direct surveillance, or as a substitute to having staff physically working within our homes – it will exist for additional security only.

3. Risk Assessment and Management:

The key to maximising safety and minimising risk will be to ensure that a risk assessment is carried out for each relevant home.

The aim of risk assessing the use of CCTV will be to minimise the risks associated with using this system. It will never be possible to completely eliminate these risks. However, the process of assessment and on-going review will help to ensure that the risks faced / identified by staff are kept to a minimum and are managed as well as possible.

The risk assessment will:

- Identify where the CCTV cameras are located – please note no video or audio surveillance is used within the homes themselves. They are only used externally.
- Identify where the recordings and monitors are located within the home and who can access these.
- Identify how and when the CCTV will be inspected / maintained.

The risk assessment will be completed / reviewed regularly. However, if situations arise that cause concern in between assessments, the existing risk assessment will be reviewed immediately to ensure that these concerns are assessed and incorporated.

The management will need to ensure that the risk assessment has been reviewed promptly following any new concerns being raised. The responsibility for completing the risk assessment will rest with home managers.

4. Storage and Recordings:

The use of CCTV (if any) is included in the HND Children's Care Ltd individual homes statement of purpose and location risk assessment (safe area report). If required, this is circulated to stakeholders and staff to ensure that all are aware of its purpose and use.

How data is recorded and stored is individual to each specific CCTV system, and these details will be contained within each homes risk assessment.

Data / surveillance can be removed / copied, if required, for example, use by Police for an incident outside of the home (whether concerning our children, or staff, or not).

Each home's risk assessment will identify how often data is erased.

End