



THE  
BUTTERFLY  
ROOMS



## The Butterfly Rooms (Incorporating Woodlands) LTD

Tank Hill Road | Purfleet | Essex | RM19 1TA

Registered Charity Number: 1148068 | Ofsted Number: 453859 | Company Number: 7984150 | *Limited by Guarantee*

Telephone Number: 01708 863 737

The Butterfly Rooms operates a CCTV surveillance system to ensure the safety, security, and well-being of children, staff, parents, and visitors. The Nursery Manager and Chairperson are responsible for overseeing the system and ensuring compliance with this policy.

This policy outlines our approach to CCTV usage, ensuring compliance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and the Information Commissioner's CCTV Code of Practice.

### 1. CCTV System Overview

The surveillance system consists of 6 fixed-position cameras strategically placed in key areas:

- Each room
- Main entrance/front garden
- Back garden
- Baby garden

A digital recorder, a monitor, and public information signage are used to inform all individuals about CCTV usage. Cameras are not hidden, and their placement avoids areas of private accommodation. Prominent signage is displayed at all entrances and exits.

While CCTV enhances security, it is not guaranteed to capture every incident. It does not record audio and will not be used for online streaming or public access.

### 2. Purpose of CCTV Usage

The system is installed for the following purposes:

- Monitoring staff interaction with children to ensure appropriate care.
- Assisting in staff supervision and safeguarding practices.
- Providing evidence to support disciplinary procedures, if required.
- Enhancing security and reducing the risk of child abduction.
- Protecting against theft, vandalism, and property damage.
- Supporting crime prevention and detection efforts.

- Ensuring the safety of all nursery users, while respecting individual privacy.
- Acting as a deterrent to individuals with criminal intent.

### **3. Recording & Data Management**

CCTV operates 24/7 and continuously records footage. Digital recordings are stored securely and retained for 30 days before being automatically overwritten.

Access to recorded images is restricted to the Nursery Manager and authorized staff in accordance with the policy's objectives.

Out-of-hours, designated committee members with appropriate authorization may access CCTV remotely for security purposes. All access is logged and encrypted.

Parents do not have direct access to recorded footage.

### **4. CCTV Footage and Parental Requests**

CCTV is used in accordance with UK GDPR, the Data Protection Act 2018, and the ICO guidance on surveillance systems.

Footage will not be shared with parents or carers unless there is a lawful basis to do so. Disclosure involving other identifiable individuals requires consent or a clear legal justification.

Footage may be shared with statutory partners such as the police or LADO when required.

This is in line with:

- UK GDPR Article 6(1)(f) – legitimate interests pursued by the data controller
- Data Protection Act 2018, Schedule 1, Part 1 (safeguarding of children and individuals at risk)
- Children Act 1989/2004 – duties to safeguard and promote the welfare of children
- ICO guidance on CCTV and surveillance

### **5. Data Subject Rights**

Individuals have the right to request access to their personal data, including CCTV footage. Requests will be assessed on a case-by-case basis and may be declined if they compromise the privacy or safety of others.

To exercise these rights, individuals should contact the Nursery Manager or Data Protection Officer.

## **6. Staff Ratio & Monitoring**

If staff are working in ratio with a Level 3 practitioner present, a staff member may work alone in a room while being observed via CCTV. Such arrangements must be approved by Nursery Management.

## **7. Compliance & Review**

This policy aligns with current data protection laws and privacy safeguards. It will be reviewed annually or sooner if legislation or operational needs change.

This policy was adopted by

The Butterfly Rooms Ltd

On

7<sup>th</sup> July 2025

Date to be reviewed

7<sup>th</sup> July 2026

Signed on behalf of the Management  
committee



Name of signatory

Miss Aimee Thompson

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