

CCTV Policy:

Twinkle Toes Nursery is securely monitored by a CCTV surveillance system. The Nursery Manager/Owner is responsible for the operation of the system for ensuring compliance with this policy.

We recognise that the use of CCTV has become a common feature of our daily lives and while its use is generally accepted, CCTV operators have certain duties and responsibilities to those whose images are caught on camera.

The Nursery complies with the Information Commissioners CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its continued use.

The use of CCTV and the associated images is covered by the Data Protection Act 1998. This policy outlines the nurseries use of CCTV and how it complies with the Act and is associated with the Nurseries Data Protection policy, the provisions of which should always be adhered to.

The System comprises of fixed position cameras, a monitor, and digital hard drive recorder which keeps records up to 24 hours and then erased. Cameras are located at strategic points on the premises. Signs are prominently placed at the entrance and exit points of the site to inform staff, children, parents, and visitor that a CCTV installation is in use. The digital recorder and single effectiveness of the limited system it is not possible to guarantee that the system will detect every incident-taking place on the site.

Purpose of the System

- The system has been installed by the nursery with the primary purpose of monitoring.
- Staff interaction with children
- Ensuring children are appropriately cared for.
- Facilitate the identification of any activities/event which might warrant disciplinary proceedings being taken against staff and assist in providing evidence to the Nursery Manager
- Reducing the threat of a child being abducted
- Damaged to the building.
- Assist in the prevention and detection of crime.
- Helping ensure the safety of all the users, staff, children, parents, and visitors, consistent with the respect for the individual's privacy.
- Deter those having criminal intent e.g. theft.
- The system **will not** be used to provide images for the world-wide-web or record any sound.

Recording

Digital recordings are made using a digital video recorder operating in real mode, monitoring the site continuously 24 hours a day. Images will normally be retained for 1 day from the date of the recording and they will then automatically overwrite.

Access

Viewing of the recorded images of CCTV will be restricted to the Nursery Manager within the office. Out of nursery hours, the owners will have access to CCTV images via secure remote access to assist in maintaining the security of the premises. This is not a "webcam" facility; parents will not have access to view recordings.

Policy reviewed by: Sumaya Ahmed (Manager)

Date: January 2024

Next review: January 2025