



EYFS: The Safeguarding and Welfare Requirements 3.28 & 3.29

Child Protection

3a.10 CCTV Camera Scheme in the nursery

Auden Place Community nursery operates a CCTV scheme within the nursery premises. The scheme primary purpose is to provide a safer and more secure environment for the benefit of children, parents and staff members.

Policy Statement

The nursery recognises the importance of providing and maintaining a safe environment for the benefit of the children, parents, staff and visitors of Auden Place Community Nursery, whilst also providing a rich and resourceful learning environment for all.

The CCTV system

- The system is CCTV only. There is no webcam services for parents to log on to.
- We have cameras installed throughout all the internal and external areas of the nursery, except for bathrooms and the staff room. No camera will be hidden from view.
- Signs declaring the use of CCTV will be displayed throughout the nursery.

The Use of CCTV provides

- Safety and security for children, parents and staff
- Security of nursery premises and equipment
- Increased learning opportunities for staff trainings

Procedures

- The named person responsible for operation of the system is:

MICHELLE RICHARDSON – NURSERY MANAGER

(RVTV is the provider)

- Written acknowledgement of the CCTV will be sought from all parents.
- Staff members are aware that any incident of malpractice seen through the CCTV recordings may be used in evidence in a disciplinary procedure.
- All new staff members will be informed of the CCTV operation during their induction.
- Images will be automatically recorded for up to 60 days, with a guaranteed minimum of 31 days. After this, they will be over written.

Access to CCTV Recordings

- Access to the recordings on the CCTV are password protected and can only be accessed by the Management team and the Chair of the Management Committee (MC), plus one other Committee Member.
- We do not have the facility to delete recordings.
- Access to CCTV recordings will not be made available to parents on request.*
- Access will be made available to third parties such as Ofsted, Social Services and the



Police, should they be required.

- * The Management Committee may, in exceptional cases, agree to show CCTV footage to parents, in the company of a Committee member and/ or member of the management team. This decision will be made at the discretion of the Management Committee, and we reserve the right to decline requests where appropriate.

Use of CCTV Recordings

Should there be an incident at the nursery, a member of staff or a parent can request in writing that the CCTV images should be checked by the Manager and the MC Chair for clarifications. The recording will not be shown to the party requesting it, and the Manager will respond to the written request with the findings of the investigation. The investigation will also include a meeting with all parties involved in the recording. The Management Committee will be informed of the investigation. (N.B. Should the incident involve the Manager, then the matter would be handled by the Chair and the allocated member of the MC).

Should the requesting party not be satisfied with the response they receive, then:

- Parents/Visitors - They must refer to **Policy 3a.9 Making a Complaint.**
- Staff – They must refer to **Policy 4.4 Grievance and Disciplinary**

On occasions, with written permission from all parties on a recording, we may use some recordings for staff training/development.

Other Information

- The CCTV system has been registered with the Information Commissioners Office (Tel: 0303 123 1113 or 01625 545745) in accordance with the Data Protection Act. Our Registration number is **Z3475972**, and it is renewed in February of each year.

Legal Framework

- Data Protection Act 1998
- Human Rights Act 1998
- GDPR 2018



Checklist to carry out during annual review

Area Checked	Checked By
Notification has been submitted to the Information Commissioner and the next renewal date recorded.	
There is a named individual who is responsible for the system operation.	
A system has been chosen which produces clear images which the law enforcement bodies (usually the Police) can use to investigate crime, and these can easily be taken from the system when required.	
Cameras have been sited so they provide clear images.	
Cameras have been positioned to avoid capturing the images of persons not visiting the premises.	
There are visible signs showing that the CCTV is in operation. Where it is not obvious who is responsible for the system, contact details are displayed on the signs.	
Images from the CCTV system are securely stored where only a limited number of authorised persons may have access to them.	
The recorded images will be only retained long enough for any incident to come to light (e.g. for a theft to be noticed) and the incident to be investigated. (Exceptions to this are when recordings have a written agreement to be kept for staff development).	
Except for law enforcement bodies, and relevant childcare bodies such as social services and Ofsted, images will not be provided to third parties.	
The organisation knows how to respond to individuals making requests for copies of their own images. If unsure, they know to seek advice from the Information Commissioner on 0303 123 1113 or 01625 545745 as soon as such a request is made.	
Regular checks are carried out to ensure that the system is working properly and produces high quality images.	