



CCTV Policy

Brightsparks Day Nursery, New Malden is securely monitored by a CCTV surveillance system. The Nursery Manager and Owner are 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 Office 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 nursery's use of CCTV and how it complies with the Act and is associated with the nursery's Data Protection policy, the provisions of which should be adhered to at all times.

Location of cameras The location of CCTV cameras will also be indicated, and adequate signage will be placed at each location in which a CCTV camera(s) is sited to indicate that CCTV is in operation. Adequate signage will also be displayed at the entrance to the nursery's property.

No camera is hidden from view and all will be prevented from focusing on areas of private accommodation. 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 and providing opportunities for staff training
- 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
- Damages to the building
- Theft
- 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 individuals privacy
- Deter those having criminal intent

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 between 4-6 weeks from the date of the recording and they will then automatically overwritten.

Access

Viewing of the recorded images of *CCTV* will be restricted to the Nursery owner and manager within the office, and also to those staff who need to have access in accordance with the purpose of the system. Out of nursery hours, the owner 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.

Reviewed September 2022