



The use of CCTV

Toddington Childcare and Forest School has four external cameras overlooking the entrances and garden areas for the purposes of ensuring the property and premises are secure at all times and to safeguard the site against burglary or unlawful entry.

There are two cameras in the Main Office leading off the Zebra Room, and one camera in the Giraffe Room office for purposes of safeguarding the computers and ensuring the paperwork is securely stored and monitored. There is also one camera in the staff area of the main kitchen leading from the Giraffe Room ensuring staff personal belongings are secure.

There are no cameras in areas of changing or toileting, for the privacy of the children, staff and visitors.

No cameras are hidden from view and signs are placed in prominent areas covered by the CCTV that are clearly visible and readable.

The most recent step of installing cameras within the setting is to:

- Deter those with criminal intent
- Protect against damage to the building or theft
- **Enhance our Safeguarding and Child Protection policies and procedures**

The cameras record visual images only, in real time, 24 hours a day and they do not record sound.

The footage will not be shared with anyone, apart from in the event of a crime being committed in which case we may be obliged to share the footage with the Police.

This is not a "webcam" facility, parents will not have access to view recordings as it contains other children and is confidential. The cameras are not used for covert monitoring and all child observations will be carried out by our practitioners onsite.

Out of **opening hours**, the Setting Manager will have access to CCTV images via secure remote access to assist in maintaining the security of the premises. Access to the system onsite will be available to the Chair of the Parent Management Committee, Setting Manager and those staff who need to have access in accordance with the purpose of the system.

Misuse of the system by staff members will result in disciplinary action which could lead to dismissal.

The camera footage is saved by the system for 30 days onto a secure hard drive and then automatically overwritten.

Toddington Childcare and Forest School is registered with the Information Commissioners Office.

This policy was accepted at a Committee Meeting of Toddington Childcare and Forest School in April 2020 and is reviewed annually.

Reviewed on behalf of Toddington Childcare and Forest School April 2026

Sarah Malcolm

Chair to the Parent Management Committee of Toddington Childcare and Forest School