



Policy statement

Little Elms Day Care Nurseries operate a CCTV system within all our nursery settings, for the purpose of providing a safe and secure environment for our children, parents, staff and visitors. We are registered with the Information Commissioner's Office (ICO) to operate our CCTV system.

Purpose of the CCTV

Little Elms Management will monitor the CCTV system as and when required, to:

- Provide security and safety for children, parents and staff
- Provide security of our premises and equipment
- Provide opportunities for staff training and continuous improvement of practice
- Provide evidence to support Nursery Management in cases when further investigation into an activity or event is necessary

The CCTV system will not be used to broadcast images or provide images for the world-wide-web.

The CCTV System

Cameras are located at strategic points on our premises:

- Classrooms
- Entrance & any external access points
- Office/Reception Areas
- Staircases
- Garden

No camera is hidden from view. No cameras record sound. No cameras will be present in areas of privacy (toilet or nappy changing areas). Signs are prominently placed within the setting, to inform staff, children, parents and visitors that CCTV is in use. Although every effort has been made to ensure maximum effectiveness of the CCTV system we cannot guarantee that CCTV will detect every incident taking place within the area of coverage.

Recording

Digital recordings are made using digital video recorders operating in real time 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 be automatically overwritten, unless specific footage is required to be retained for further investigation.

Access

The CCTV system is for internal use only and viewing of the recorded images of CCTV will be restricted to the Nursery Manager within the office, and to senior management who require access in accordance with the purpose of the system.

Out of nursery operating hours, the owners and senior management will have access to CCTV images via secure remote access to assist in maintaining the security of the premises.

In accordance with GDPR requirements, Parents will not be granted access to view recordings.

Disclosure of recorded material to third parties is limited to the following authorities:

- Law enforcement agencies where images recorded would assist in a criminal investigation
- Prosecution agencies
- Emergency services in connection with the investigation of an accident.

Associated Documents:

- Data Retention Policy
- Data Breach Management Policy



- GDPR Central Record (Held by the Data Controller)
- Confidentiality Policy
- Methods of Sharing Personal Data Policy