

# CCTV Policy



Nurture and Grow Childcare

**At Nurture and Grow Childcare our CCTV surveillance is intended for the purposes of:**

- Promoting the health and safety of children, staff and visitors
- Ensure children are cared for appropriately
- Support investigations into incidents or concerns, including disciplinary action where necessary
- Enhance safety and security for children, staff, parents, and visitors
- Protecting the nursery building and resources
- Developing best practice.
- Assist in the detection and prevention of crime

**The System Comprises of:**

**10** fixed-position cameras.

A digital hard drive recorder

A monitor

One public information sign

These are placed around the nursery, **5 inside** and **5 outside**. No cameras are hidden and none are placed in the toilets, changing areas, or private staff-only areas. This is to maintain children's and staff's dignity and privacy.

Clear signage is displayed at all entrance and exit points, informing staff, parents, children, and visitors of CCTV usage.

## **Compliance with EYFS and Ofsted**

This policy supports the setting's compliance with the Statutory Framework for the Early Years Foundation Stage (EYFS 2024), particularly in relation to:

- Section 3: Safeguarding and Welfare Requirements, including risk assessments, safety, and data protection.
- Ensuring children's dignity, privacy and protection at all times.

It also supports the setting's responsibility to maintain robust systems for monitoring, supervision, and safeguarding, in line with Ofsted's expectations for effective leadership and management.

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## Monitoring

The CCTV is monitored centrally from the nursery office and is registered with the Information Commissioner's Office (ICO) under the terms of the Data Protection Act. This policy outlines the nursery's use of CCTV and how it complies with the Act. The nursery complies with ICO CCTV Code of Practice to ensure it is used responsibly.

All authorised operators and employees with access to images are aware of the procedures to be followed when accessing the recorded images. All operators are trained to understand their responsibilities under the CCTV Code of Practice. All employees are aware of the restrictions in relation to access, and disclosure of, recorded images.

A copy of this CCTV policy will be provided on request to staff, parents and visitors to the nursery and will be made available on the website and in the policy file.

Footage may be used as part of supervision and professional development for staff, in line with our Supervision and Performance Management policies and in accordance with data protection principles.

## Location of cameras

The location of CCTV cameras will 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 prominently displayed at the entrance to the nursery's property. Signage shall include the name and contact details of the data controller as well as the specific purpose(s) of the CCTV camera.

## Storage and retention

The images captured by the CCTV system will be retained for a maximum of 30 days, except where the image identifies an issue and is retained specifically in the context of an investigation or prosecution of that issue. The images and recordings will be stored in a secure environment with a log of access kept. Access will be restricted to authorised personnel.

When accessing images, two authorised members of staff must be present. A written record of access will be made. A record of the date of any disclosure request along with details of who the information has been provided to (the name of the person and the organisation they represent), why they required it and how the request was dealt with will be made and kept, in case of challenge

Recorded footage and the monitoring equipment will be securely stored in a restricted area. Unauthorised access to that area will not be permitted at any time. The area will be locked when not occupied by authorised personnel. A log of access to footage will be maintained.

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## **Subject Access Requests (SAR)**

Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act and GDPR. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified, for example, date, time and location.

The nursery will respond to requests within 14 calendar days of receiving the request. The nursery reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

A record will be made of the date of the disclosure, along with details of to whom the information has been provided (the name of the person and the organisation they represent) and the reason it was required.

Where footage contains images relating to third parties, the nursery will take appropriate steps to mask and protect the identities of those individuals.

## **Parent Information and Transparency**

Parents and carers are informed about the presence and purpose of CCTV in our nursery as part of the registration process and through signage and policies. While explicit consent is not required due to the lawful basis of legitimate interest and safeguarding, transparency is maintained at all times.

## **Complaints**

Complaints and enquiries about the operation of CCTV within the nursery should be directed to the manager of the nursery in the first instance.

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## Responsibilities

**The manager (or deputy) will ensure:**

- That the use of CCTV systems is implemented in accordance with this policy
- They oversee and co-ordinate the use of CCTV monitoring for safety and security purposes
- All CCTV monitoring systems will be evaluated for compliance with this policy
- That monitoring is consistent with the highest standards and protections
- That if safeguarding concerns arise from monitoring the footage, appropriate safeguarding actions are taken, e.g. contacting the Local Authority Designated Officer (LADO). See the Safeguarding children and child protection policy for procedures in the event of a staff allegation
- Camera locations are reviewed, and release of information is in line with this policy
- Logs of access or the release of footage are maintained
- Camera views conform to this policy both internally and externally
- Monitored areas do not in breach privacy of individuals
- External cameras do not intrude on neighbouring properties
- Footage is securely stored with access limited to authorised personnel only
- That images recorded are stored for a period not longer than 30 days and are then erased unless required as part of a criminal investigation or court proceedings (criminal or civil)
- Camera use is for safety and not to monitor individual characteristics
- CCTV may be used for training, supervision, or to support parent understanding of child transitions

This policy was adopted on	Signed on behalf of the nursery	Date for review
16 July 2025	Tracey Doidge	1 <sup>st</sup> July 2026