



1.15 CCTV

Introduction

This policy sets out the role of CCTV to protect children, staff and the premises from criminal activity.

Operation of CCTV System:

This policy statement is based on the Information Commissioner's Guidance for small CCTV users.

Controller of System:

The system is under the control of the Nursery Manager and the owners.

Authorised Users: The management and owners.

Staff members are not permitted to use the system under any circumstances because this is a breach of the Data Protection Act.

Notification to Information Commissioner:

The notification of CCTV use is to be renewed annually by the Nursery Manager.

Purpose of Installation:

The system is installed to protect the nursery premises from crime, and to protect the staff and children in the nursery during opening hours.

Position of Cameras:

Cameras are sited to obtain clear images. A single camera is located outside overlooking the main entrance and garden. Four cameras are sited in the main hall overlooking the room environments. Cameras are not sited near the bathrooms or changing areas.

Signage:

Signs indicating the use of CCTV equipment are in place with the contact details of the controller.

Security of Equipment:

The recording equipment is located in the nursery office, which is only accessible by the Nursery Manager and is locked when she is out of the office. The system is password protected, only the controller and authorised users have access to the footage.

Hours of Operation:

The controller will ensure that the system is active 24 hours a day to ensure the safety of the staff, children and the premises.

The Nursery Manager is the responsible person; in her absence this is the responsibility of the Deputy Manager.

Monitoring of Recordings:

If there is an incident that occurs on the nursery premises, The Manager will check the footage and locate the timeslot which will then be copied to a protected CD for future use.

Reporting of Information/Concerns:

Recordings will only be made available to law enforcement agencies involved in detection/prevention of crime, and Government agencies. They will not be made available to other third parties.

The Nursery Manager has the authority to report concerns to the police if they are of a criminal nature.

Response to individuals requesting access to images relating to that individual.

In this instance the Manager will refer to the Information Commissioner's Code of Practice.

References /Appendices

Information Commissioners Office CCTV Code of Practice

Information Commissioners CCTV Small Users Checklist

Information Commissioners Additional Guidance/Good Practice Note on CCTV and Data Protection Act

Further Information: An Agreement of the CCTV system is store on file. Contact details in the event of a fault are also located in this file.

A copy of this statement, the IC checklist and additional guidance are held in the Handbook.

Senior staff and authorised users are to be made aware of this statement.