



Little Strides

CCTV Policy



Little Strides nursery is securely monitored by a CCTV surveillance system.

The Chief Childcare and Operations Officer, Head of Childcare & Training and Head of Operations 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.

Little Strides complies with the Information Commissioners 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 Nurseries Data Protection policy, the provisions of which should always be adhered to.

The System comprises of fixed position cameras, a monitor, digital hard drive recorder and a public information sign. Cameras are located at strategic points on the premises. 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 visitors that a CCTV 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
- Regularly quality checks
- Training tool to improve practices
- 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
- Reducing the threat of a child being abducted
- Damage 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 individual's 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 7 and 30 days from the date of the recording and they will then be automatically overwritten.

Access

Viewing of the recorded images of CCTV will be viewed by the Operations Manager and the Childcare specialist team, they will have access to this from their secured laptop. Nursery Managers can access it from a secure device in their nursery- it is not permitted on any nursery laptops. When accessing the CCTV it will be recorded onto a central log to record the date, time, purpose of viewing and by whom. This is not a "webcam" facility; parents will not have access to view recordings. Senior management will log in weekly to complete a maintenance check of all cameras- this will be recorded onto the log.

Subject Access Request

Individuals have the right to request access to CCTV footage relating to themselves under the GDPR and DPA. The Subject Access and ICO guidance will be followed.

- All requests should be made in writing to the Nursery. Individuals submitting requests for access will be asked to provide sufficient information to their request
- The Nursery will respond to a request within one calendar month of receiving a valid request
- Where a Subject Access Request includes footage of another individual not included in the request, the Nursery must either use 'blurring' or 'blocking' to distort the images to only the relevant individual or gain consent to disclose third party personal data from those individuals not involved in 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 ongoing investigation
- Wherever possible, the Nursery will notify the requester if an exemption or limitation to their request applies, such as, but not limited to:
 - A claim to legal professional privilege in legal proceedings:
 - The request will infringe on a third party's rights and freedoms
 - Any other exemption to the right of access as stated in the GDPR and DPA
 - The Nursery understands that individuals have further individual rights under the GDPR and DPA and will seek DPO advice where necessary

Review date	Name	Position	Signature
Aug 2022	Nicola Reed	Head of Childcare & Training	N Reed