



## **Policy statement**

Home from Home Childcarers is securely monitored by a CCTV surveillance system. The Nursery Manager/Owner is 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.

We comply with the Information Commissioners CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its use.

The use of CCTV and the associated images is covered by the Data Protection Act 1998. This policy outlines the settings use of CCTV and how it complies with the act and is associated with the settings Data Protection policy, the provisions of which show always be adhered to.

## **Procedures**

### ***The System***

The CCTV system comprises of 4 fixed position cameras outside the building, a monitor, digital hard drive recorder and public information signs. Cameras are located at strategic points on the premises and cover the car park and outside walls/fences of the 2 buildings. 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 installation is in use. The digital recorder and single effective of the limited system it is not possible to guarantee that the system will detect every incident taking place outside the buildings.

### ***Purpose of the System***

The system have been installed by Home from Home Childcarers with the primary purpose of monitoring:

- Damaged to the building
- Theft

- Assist in the prevention and detection of crime
- Reducing the threat of a child being abducted
- 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 internet or record any sound.

### **Recording**

Digital recordings are made using 4 cameras operating in real mode, monitoring the outside of the site continuously 24 hours a day. Images will normally be retained for between 7 to 14 days from the date of the recording and they will then automatically overwrite.

### **Access**

Viewing of the recorded images of CCTV will be restricted to the Manager and Business Manager. Out of nursery hours, the Manager and Business Manager will have access to CCTV images via secure remote access to assist in maintaining the security of the premises. This is not a "webcam" facility; parents will not have access to view recordings.

### **Legal framework**

- General Data Protection Regulations (GDPR) (2018)
- Data Protection Act 1998

### **Policy links**

Our intention is for this policy to be read in conjunction with the following Home from Home Childcare Policies and Procedures:

- Privacy Notice
- Provider Records
- Confidentiality and Client Access to Records Policy
- Security Breach Policy
- Information Sharing Policy
- Safeguarding Children and Child Protection Policy
- Children's Records Data Protection and Data Handling Policy

	<b><u>Date:</u></b>	<b><u>By Whom?</u></b>	<b><u>Comments</u></b>
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