



DAY NURSERY AND PRE-SCHOOL
83 - 85 Hall Road
Hull
Tel: (01482) 470535

CCTV Policy

“At Little Acorns we constantly strive to provide a secure, stimulating, and positive environment for all children. Each child’s abilities, talents and skills can be developed to reach their potential. Our wonderful curriculum is embedded by our skilled, motivated and caring practitioners”.

Policy Name: Closed Circuit Television (CCTV) Policy

Applicable to: All staff, volunteers, visitors, contractors and parents/carers

Purpose

Little Acorns Day Nursery operates a CCTV system to help provide a safe and secure environment for children, staff, parents/carers, visitors and the nursery premises.

The CCTV system is used solely for legitimate security purposes and is operated in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and guidance issued by the Information Commissioner's Office (ICO).

Scope

This policy applies to the use of CCTV on the exterior of the nursery premises.

The nursery has **four external CCTV cameras** positioned to monitor:

- Main entrance
- Main exit
- Additional entry points
- External areas immediately surrounding the building

The cameras are positioned to minimise recording beyond the nursery boundary wherever possible.

No CCTV cameras are installed within indoor playrooms, toilets, changing areas or any other internal areas used by children or staff.

Purpose of CCTV

The CCTV system is used to:

- Protect children, staff, parents/carers and visitors.
- Prevent and deter crime, vandalism and anti-social behaviour.
- Assist in maintaining the security of the nursery building and grounds.
- Monitor entry and exit points.
- Support investigations into criminal activity, safeguarding concerns or serious incidents where appropriate.

The CCTV system is **not** used for routine monitoring of staff performance or children's behaviour.

Lawful Basis

The nursery processes CCTV footage under the lawful basis of **Legitimate Interests** under Article 6(1)(f) UK GDPR.

The legitimate interests include:

- Protecting individuals.
- Preventing crime.
- Protecting nursery property.
- Supporting safeguarding responsibilities where appropriate.

Signage

Clear CCTV signs are displayed at entrances to the nursery informing individuals that CCTV is in operation and identifying the nursery as the data controller.

Access to Footage

Access to CCTV recordings is strictly limited.

Only authorised personnel may access footage, including:

- Nursery Owner(s)
- Nursery Manager
- Deputy Manager (where authorised)

Footage will only be viewed where there is a legitimate reason, including:

- Investigating a security incident.
- Investigating suspected criminal activity.
- Responding to safeguarding concerns.
- Responding to insurance claims.
- Complying with requests from law enforcement where appropriate.

Staff, parents and visitors will not routinely be permitted to view recordings unless required by law or in response to a valid data protection request.

Storage and Security

CCTV recordings are stored securely using password-protected equipment.

Appropriate technical and organisational measures are in place to prevent unauthorised access, copying, alteration or deletion of footage.

Only authorised personnel have access to the recording system.

Retention of Footage

Routine CCTV recordings are retained for **14 days** before being automatically overwritten.

Where footage is required as evidence for an investigation, safeguarding matter, insurance claim or legal proceedings, it may be retained for longer until the matter has been resolved.

Disclosure of Footage

Footage may be disclosed where appropriate to:

- Police or other law enforcement agencies.
- Insurance companies handling a claim.
- Regulatory bodies where legally required.
- Legal representatives where disclosure is required by law.

Footage will not be shared on social media or with unauthorised third parties.

Individual Rights

Individuals whose images have been captured by CCTV have rights under UK GDPR, including the right to request access to their personal data.

Requests should be made in writing to:

Data Protection Lead: Gemma Grace

Email: info@littleacornshull.co.uk

The nursery may redact or withhold footage where disclosure would adversely affect the rights and freedoms of others or where exemptions apply.

Staff Responsibilities

All staff must:

- Understand this policy.
- Respect the confidentiality of CCTV recordings.

- Never attempt to access recordings unless authorised.
- Report any misuse of the CCTV system immediately to the Nursery Manager.

Unauthorised access, copying or sharing of CCTV footage may result in disciplinary action and, where appropriate, legal action.

Complaints

Anyone wishing to raise concerns about the operation of the CCTV system should contact the Nursery Manager in the first instance.

If concerns cannot be resolved, individuals may contact the Information Commissioner's Office (ICO).

Monitoring and Review

This policy will be reviewed annually, or sooner if there are changes to legislation, guidance or the nursery's CCTV arrangements.

This policy should sit alongside your Privacy Notice, Data Protection Policy and Safeguarding Policy. If your nursery is inspected by Ofsted, it's also good practice to keep a simple CCTV Privacy Notice available for parents that explains where the cameras are located, why they are used, how long footage is kept, and who to contact with any questions.

Implemented 2021

Review Date: July 2026

Next Review: July 2027

Approved By: Gemma Grace

Signature:.....