8.1 - CCTV Policy

Stowey Bears Preschool is monitored by a secure CCTV surveillance system. The Preschool Manager/Owner is responsible for the operation of this system and for ensuring compliance with this policy and all relevant data protection legislation.
CCTV is now a familiar feature of modern life, and while its use is generally accepted, it must be implemented responsibly. CCTV operators have duties to respect the rights and privacy of individuals whose images are recorded.
This policy outlines how the Preschool uses CCTV and ensures compliance with the **Data Protection Act 2018**, **UK GDPR**, and the **Information Commissioner's CCTV Code of Practice**. It should be read in conjunction with the Preschool's **Data Protection Policy**.

2. SYSTEM DESCRIPTION

The system consists of:

- Fixed-position cameras
- A digital hard drive recorder
- A monitor
- One public information sign

Cameras are strategically located throughout the premises. No cameras are hidden, and none are placed in private areas such as toilets or nappy-changing facilities.
Clear signage is displayed at all entrance and exit points, informing staff, parents, children, and visitors of CCTV usage.
Please note: Due to the limited scope of the system, it may not capture every incident occurring on-site.

3. PURPOSE OF CCTV USE

The primary objectives of the CCTV system are to:

- Monitor staff interaction with children
- Ensure children are cared for appropriately
- Support investigations into incidents or concerns, including disciplinary action where necessary
- Reduce the risk of child abduction
- Prevent and investigate damage to property or theft
- Enhance safety and security for children, staff, parents, and visitors
- Assist in the detection and prevention of crime
- Deter potential criminal behaviour

CCTV may also support staff by providing visual evidence when events are not directly observed, such as:

- Reviewing the circumstances of accidents or injuries
- Enhancing the accuracy of reports for parents/carers or external professionals
- Supporting observations of children's behaviour and development

4. USE RESTRICTIONS

- The system does not record audio.
- Images will not be streamed online or shared publicly.
- This is not a “webcam” system – parents do not have access to CCTV footage.

5. RECORDING AND RETENTION

The digital recorder operates 24 hours a day. Recordings are stored for a period of **5 to 7 days**, after which they are automatically overwritten unless required for investigation.

6. ACCESS AND VIEWING

Access to CCTV footage is restricted to:

- The Nursery Manager (within the secure office)
- Designated staff, when necessary for specific purposes outlined above
- Manager and Fiance Manager, via secure remote access, for out-of-hours monitoring of site security

All access is logged and monitored. Footage is only viewed when necessary and is kept confidential.

7. COMPLIANCE AND REVIEW

This policy will be reviewed annually or sooner if legislation changes or operational needs require it. Compliance with this policy is mandatory for all staff.

Policy written by Rachel Penny – Manager – Date – 04-06-2025

Reviewed – Annually.