



Policy Title and Number:

The use of CCTV within the nursery environment Policy

Policy Reference Number: JIC-003

This policy is for all employees, Parents/Guardians.

Policy Statement

Just Imagine Day Nursery, Canvey Island Ltd has a CCTV surveillance system in place. The CCTV system is owned by the Nursery.

Images are monitored and recorded and will be used in strict accordance with this policy. The Directors, along with the Nursery Manager, are responsible for the operation of the system and for ensuring compliance with this policy and the procedures documented in the arrangement procedures section.

The Directors and nursery Management have overall responsibility for the data protection and the implementation of this policy, including keeping it under review.

This policy does not form part of any employee's contract of employment and we may amend it at any time in accordance to the changes to the "data protection code of practice for surveillance cameras and personal information" document.

The Data Protection Act (DPA) 2018 sets rules which CCTV operators must follow when they gather, store and release CCTV images of individuals in which Just Imagine Day Nursery, Canvey Island Ltd fully adheres to. The Information Commissioner can enforce these rules. Use of a surveillance camera system must always be for a specified purpose.

Purpose of the system

CCTV within the nursery environment assists in ensuring a safe and secure environment for the benefit of children, staff, parents/carers and visitors. The setting's CCTV monitors continuously 24 hours a day throughout the year. The system has been installed by the Nursery with the primary purpose of ensuring the safety of the children, staff, parents/carers and visitors consistent with respect for the individual's privacy. We are also protecting the property and equipment.

These purposes will be achieved by monitoring the system to assist in the prevention and detection of crime.

The system will not be used to provide recorded images for the world-wide-web, or to provide images for a third party.

CCTV within the nursery environment allows to:

- Assist in the overall security/safeguarding of individuals, premises and equipment.
- Ensure high standards of care are maintained
- Increase learning opportunities for staff
- Facilitate the identification of any incident which may necessitate action being taken including evidence for concerns or allegations
- Act as an effective deterrent against criminal activity, such as vandalism

The CCTV system

The system comprises: three fixed position cameras, monitors, a digital recorder. Cameras are located and positioned to allow visibility of:

- Main entrance
- Pre-school room
- Toddler Room
- Baby Room
- Sensory Room
- Soft Play Area
- Outside garden

There are no cameras situated or positioned into children's bathrooms.

Although every effort has been made to ensure maximum effectiveness of the system it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

Recording

Digital recordings are made using a digital video recorder operating in real time mode. The images are live and are only recorded when an incident has occurred and will be kept only as long as necessary to a maximum of 30 days from the date of recording, and then automatically overwritten.

Access to images

Access to images will be restricted to the Directors. Disclosure of recorded material will only be made to third parties in strict accordance with the purposes of the system and is limited to the following authorities:

- Law enforcement agencies where images recorded would assist in a criminal enquiry and/or the prevention of terrorism and disorder
- Prosecution agencies
- People whose images have been recorded and retained unless disclosure to the individual would prejudice criminal enquiries or criminal proceedings.

- Emergency services in connection with the investigation of an accident
- CCTV recordings will be made available to the police and other pertinent authorities without consent of parents if requested as such for child protection reasons.

Access to images by a staff member, parent/carer or visitor

CCTV digital images, if they show a recognisable person, are Personal Data and are covered by the Data Protection Act. Anyone who believes that they have been filmed by CCTV is entitled to ask for a copy of the data, subject to the prohibitions on access also covered by the Data Protection Act 2018. They do not have the right of instant access; they must abide by the Data Protection procedures.

A person whose image has been recorded and retained and who wishes access to the data must apply in writing to the Directors. Just Imagine Day Nursery, Canvey Island Ltd will then arrange for viewing of the images and subsequent discussion of content.

The Data Protection Act gives the Directors the right to refuse a request for a copy of the data particularly where such access could prejudice the prevention or detection of crime or the apprehension or prosecution of offenders.

If it is decided that a data subject access request is not to be complied with, the reasons will be fully documented and the data subject informed, whenever possible in writing, stating the reasons.

Arrangement Procedures

- All users of the Nursery will be notified of the use of CCTV by appropriate signage throughout the Nursery.
- CCTV will also be used by the nursery management for quality monitoring purposes, staff performances will be monitored as unplanned observation to ensure quality practice in children's learning and development and safeguarding purposes.
 - The images that are recorded will be held in a secure location on the systems server and can only be accessed by those authorised to do so.
 - The secure location for viewing live images will be in the Nursery Office and remote access will be available to the Directors.
 - Within the purpose of the CCTV system such images may be shared with the Police enforcement agency if deemed necessary by the Nursery Directors.
 - The system is accessible to the Directors on apps and the Directors have the sole duty to the Data Protection when accessing the cameras, the following protocols will be followed:
 - ✚ Password protected computers.
 - ✚ All viewing details will be kept every time pre-recording is accessed for any investigation i.e a parent complaint.
 - ✚ All details will be kept every time CCTV live recording is accessed of staff observations propose.

User Responsibilities

- To uphold the arrangements of this policy.

- To handle images/data securely and responsibly, within the aims of the Policy. Management authorised to have access needs to be aware that they could be committing a criminal Offence if they misuse CCTV images.
- To uphold the recorded procedure for subject access requests.
- To report any breach of procedure to the System Manager, and then to the (ICO) Information Commissioners Office. Data Protection Department.
- To attend training / refresher sessions as required

This Policy will be available for download on the nursery's website <https://justimaginedaynursery.com/> . A copy will also be printed and handed out to all employees and customers (parents/guardians).

Links to other policies:

Safeguarding Children & Child Protection Policy, Visitors Policy, Disciplinary Policy, Complaints Policy, Confidentiality Policy, Whistleblowing Policy, Lone Working Policy, Health and Safety Policy

Policy created on: 17/08/20

Next review date: 01/04/21

Signed: Kemi Familusi
Managing Director

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Next review 2022 August