



## CCTV policy

We operate a CCTV scheme within the setting's environment in order to provide a safer and more secure environment for the benefit of children, parents and staff.

Notices are permanently displayed at key locations to indicate that a CCTV monitoring system is in place.

The CCTV cameras monitor the exterior of the building continuously. We recognise the importance of providing and maintaining a safe environment for children, parents and staff member. CCTV is in operation within all areas of the setting excluding bathroom/nappy areas, staffroom, sensory room, office and buggy area.

The use of CCTV provides:

- Safety and security for children, parents and staff.
- Security of premises and equipment.

The following procedures will be carried out to ensure the safety of the children:

- Parents/carers are made aware during show arounds that CCTV is in operation and signs are displayed to notify any other visitors.
- No other person has access to the CCTV recordings other than the directors of the company. Unless the footage was requested by outside agencies such as LADO or CAIT team.
- If CCTV is downloaded on to a hard drive for any reason it will be stored at Head office in a secure cabinet.

All staff will follow the clear guidelines laid down

- Signs declaring the use of CCTV will be displayed throughout the nursery and staff members must be aware that any incident of malpractice seen through the CCTV monitor may be used as evidence in a disciplinary procedure. All new staff members will be informed of the CCTV operation during their induction. Images will be automatically recorded for 14 days onto a hard disk, after which they will be overwritten.
- The CCTV system has been registered in accordance with The Data Protection Act.
- The directors of the company have access to the CCTV recordings from a secure network where they are able to playback recordings for safeguarding or malpractice evidence.