

62 The use of CCTV within the nursery environment Policy

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

Other policies referred to:

Safeguarding Children Policy

Visitors Policy

Disciplinary Policy

Compliments and Complaints Policy

Confidentiality Policy

Whistleblowing Policy

Lone Working Policy

Health and Safety Policy

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.

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

Cameras are located and positioned to allow visibility of:

- Outside of the main entrances
- Main entrances and walk ways
- Pre-school room
- Toddler Room
- Baby Room
- Staff Room
- Outside garden

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

The Nursery Manager has overall responsibility for the CCTV images. Viewing of recorded images of CCTV are restricted to those staff only who need to have access in accordance with the purposes of the system. Parents are not allowed to view the CCTV footage unless presented with special circumstances (permission must be sought from management in writing for this), this is to protect all other children and staff in nursery.

The CCTV system is stored securely in accordance with Data Protection Act and is password protected. Recordings can be played back if needed again with the use of password protection. The nursery manager and nominated person are the only ones who have access to this.

The Data Protection Act does not prescribe any specific minimum or maximum retention periods. The nursery will only keep the images for as long as necessary to meet the purpose of recording them. No more images and information are stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information are deleted once their purposes have been discharged.

The use of the CCTV system within the nursery takes into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.

There are effective reviews and audit mechanisms implemented to ensure legal requirements, policies and standards are complied with in practice.

This policy was adopted on 28/04/2018

Date for review: April 2019

Signed on behalf of the nursery: