3.8 CCTV Policy

Reviewed: June 2026
Next Review Date: September 2027

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3.9 CCTV Policy

Policy Statement

Miss B's Nursery operates a **Closed-Circuit Television (CCTV) surveillance system** across the nursery premises to support the safety and security of the setting.

CCTV systems are widely used in many environments to help monitor premises and safeguard the children and staff. However, the nursery recognises that the use of CCTV also carries responsibilities to ensure that individuals' privacy and personal data are protected. For this reason, the CCTV system at Miss B's Nursery is operated in accordance with relevant **data protection legislation and regulatory guidance**.

The nursery leadership team has overall responsibility for ensuring that CCTV is used appropriately and lawfully. The **Nursery Manager and Senior Leadership Team** oversee the day-to-day operation of the system and ensure compliance with this policy and related data protection procedures.

The use of CCTV forms part of the nursery's wider safeguarding and security arrangements and will be reviewed regularly. The policy and the operation of the surveillance system will be **reviewed annually** to ensure continued compliance with legal and regulatory requirements.

The CCTV system supports Miss B's Nursery in meeting its responsibilities under:

- The **Early Years Foundation Stage (EYFS) Safeguarding and Welfare Requirements**
- Guidance from **Ofsted**
- **UK GDPR and the Data Protection Act 2018**
- Guidance issued by the **Information Commissioner's Office (ICO)** regarding video surveillance.

This policy also reflects children's rights set out in the **United Nations Convention on the Rights of the Child (UNCRC)**, including:

- **Article 3** – The best interests of the child must be a primary consideration in all decisions affecting them.

- **Article 16** – Children have the right to privacy and protection of personal information.
- **Article 19** – Children have the right to protection from harm.
- **Article 24** – Children have the right to a safe and healthy environment.

By using CCTV responsibly, Miss B's Nursery aims to balance the **protection of children and staff** with **respect for privacy and data protection**.

3.9.1 CCTV Standards and Compliance

Miss B's Nursery operates its CCTV system in accordance with the **SSAIB Codes of Practice for CCTV systems** and the **Surveillance Camera Code of Practice**. The system is used in line with the **12 guiding principles for surveillance camera use**.

The use of CCTV images is also governed by the nursery's **Data Protection and GDPR policies**, as well as the **ICO's Code of Practice for surveillance cameras and personal information**.

This CCTV policy is:

- shared with staff as part of induction and training
- made available to parents and carers
- available to view through nursery documentation or the nursery website.

Any concerns or complaints regarding the CCTV system should be raised through the nursery's **complaints procedure**.

3.9.2 The CCTV System

3.9.2.1 Installation and Maintenance

The installation and maintenance of the CCTV system is carried out by an approved security provider. All equipment meets relevant **British Standards for CCTV systems** and applicable surveillance codes of practice.

3.9.2.2 Cameras

The nursery operates **multiple CCTV cameras** positioned throughout the premises. These cameras are located in:

- children's playrooms
- children's sleep room
- outdoor play areas/gardens
- external access points around the nursery
- entrances and exit areas
- other operational areas of the building.

The cameras used are high-resolution digital cameras capable of recording in low-light conditions using infrared technology.

3.9.2.3 Visibility of Cameras

All cameras are visible and clearly positioned. Miss B's Nursery does **not use hidden surveillance equipment**.

Appropriate signage is displayed around the nursery premises informing individuals that CCTV monitoring is in operation.

Cameras are positioned carefully to ensure that they **do not overlook neighbouring residential properties**.

3.9.2.4 Areas Where Cameras Are Not Used

To respect privacy and dignity, CCTV cameras are **not installed in areas where personal care takes place**, including:

- children's toilet areas
- nappy changing areas (these are blurred out of the footage to maintain the privacy of the children)
- staff toilets
- visitor toilets.

This approach reflects the nursery's commitment to protecting children's dignity and privacy in line with **UNCRC Article 16**.

3.9.2.5 Recording Equipment

CCTV footage is recorded digitally using a **network video recorder (NVR)** located within a **secure locked cupboard in the nursery office**.

Recorded footage is retained for approximately **21 days** unless it is required for investigation purposes.

The system uses a secure monitor located in the **nursery management office**.

Although CCTV provides an additional safeguarding tool, it cannot guarantee that every incident will be captured or detected.

3.9.3 Purpose of the CCTV System

The CCTV system is used for the following purposes:

- to maintain the **security of the nursery premises** both inside and outside
- to support the **safeguarding and well-being of children, families, staff and visitors**
- to help prevent, detect and investigate criminal activity
- to **discourage** vandalism, trespassing and theft
- to **assist in investigating** incidents or accidents where appropriate.

The system will **not** be used to broadcast images or recordings on social media or online platforms.

The CCTV system may also assist the nursery leadership team in:

- **monitoring professional practice** and staff interactions with children
- **identifying areas** for staff training and development
- **reviewing incidents** or safeguarding concerns where evidence may be required.

Any such review will always be undertaken responsibly and in accordance with safeguarding procedures.

3.9.4 Access to CCTV Footage

Access to recorded footage is strictly controlled.

Only authorised members of the nursery management team may view CCTV recordings. This may include:

- the Nursery Manager
- senior leadership staff
- room leaders or deputies where appropriate.

Viewing of footage takes place **only within the nursery management office**.

Every instance of access to CCTV footage will be recorded in a **monitoring log** kept near the CCTV monitor.

Miss B's Nursery is registered with the **Information Commissioner's Office (ICO)** and operates the CCTV system in accordance with the **ICO CCTV Code of Practice**.

All staff members who may access the system receive training so that they understand:

- their responsibilities under the data protection law
- The restrictions relating to access and disclosure of recorded footage.

Although recordings are normally kept only for the standard retention period, footage may be retained for longer where necessary, such as:

- when required by **law enforcement agencies** investigating an incident
- where footage forms part of an ongoing safeguarding investigation.

Disclosure of footage may occur only where permitted under data protection legislation or other relevant legislation, such as the **Counter Terrorism Act 2008**.

CCTV at Miss B's Nursery is **not a live streaming system**, and parents do not have direct access to view the footage.

3.9.5 Subject Access Requests (SAR)

Individuals have the right to request access to CCTV footage containing images of themselves under **UK GDPR and the Data Protection Act 2018**.

To make a request, individuals must provide sufficient details to identify the footage, including:

- the approximate date and time
- the location within the nursery.

Miss B's Nursery will normally respond to such requests within **14 calendar days**.

Requests may be refused where releasing footage could:

- compromise the rights or privacy of other individuals
- interfere with an ongoing investigation.

Where footage includes images of other individuals, the nursery will take appropriate steps to protect their identity, for example by:

- redacting or masking footage
- providing still images with identifying details removed.

All disclosures will be recorded, including:

- the date of the disclosure
- the individual or organisation receiving the footage
- The reason for the disclosure.

Where necessary, Miss B's Nursery will seek advice from the **Information Commissioner's Office (ICO)**.

3.9.6 Subject Access Requests Made by Parents

Parents or carers may request CCTV footage relating to their child.

Before any footage is shared, the nursery will:

- Verify that the person making the request has **parental responsibility**
- Consider whether sharing the footage is in the **best interests of the child**
- **Review** any safeguarding considerations.

Where footage includes other individuals, the nursery will consider whether consent is required or whether images must be obscured.

Any decision made will be recorded.

3.9.7 Legal Framework

The CCTV system is operated in accordance with:

- **UK General Data Protection Regulation (UK GDPR)**
- **Data Protection Act 2018**
- **ICO Guidance on Video Surveillance and CCTV**
- **Surveillance Camera Code of Practice**
- **SSAIB Codes of Practice for CCTV systems**
- **EYFS Safeguarding and Welfare Requirements**
- **Ofsted guidance on safeguarding and security within early years settings.**