

**The Sue Hedley Nursery School**



**CCTV Policy**

| Date of next review | March 2025 |
| --- | --- |
| Author | Ashley Honey/Amy Hindes |
| Approval | Head teacher/Governing body |
| Date of approval | April 2023 |

**CCTV Policy**

The Sue Hedley Nursery School operates CCTV within the Nursery environment to provide a safer and more secure environment for the benefit of children, parents and staff. Images are monitored, recorded and used in strict accordance with this policy.

The Headteacher (Ashley Honey) and Administration Officer (Amy Hindes) are responsible for the operation of the system and for ensuring compliance with this policy and are the named Data Controlling Officers.

**Data Protection Act 1998:**

C.C.T.V. digital images, if they show a recognizable person, are Personal Data and are covered by the Data Protection Act.

**The CCTV system**

CCTV is provided in the following locations:

Nursery garden, upstairs corridor, foyer entrance, main corridor/cloakroom, carpark left, sunshine corridor, electric meter cupboard, fire exit stairs, front right (external), hall corridor, entrance (front), car park right, Coleridge Sq. entrance gates, full car park.

Although every effort has been made to ensure maximum effectiveness of the CCTV system we cannot guarantee that CCTV will detect every incident taking place within the area of coverage.

**Our aim**

CCTV has been installed to ensure the safety of children in our care, and helping to ensure the safety of all staff, parents/ carers and visitors.

We will monitor the system to provide security and safety for children, parents and staff and to provide security of our premises and equipment.

It is recognized that images are sensitive material and subject to the Data Protection Act 1998; the Headteacher and Administration Officer are responsible for ensuring day to day compliance with the Act.

**Recording**

Digital recordings are made on the system operating in real time mode. Images will be initially viewed by the named data controlling officers and are automatically deleted from the hard-drive after 14 days from the date of recording unless needed for further investigation.

**Access to images**

Access to images will be restricted to the data controlling officers.

Disclosure of recorded material to third parties 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.

Independent and ultimate decision will be of Ashley Honey for investigations escalated above management level.

The CCTV System is a localised system and for internal use only. No images will ever be broadcasted or streamed over the internet to the parents or anyone else.

Anyone who believes that they have been filmed by C.C.T.V. can ask to see a copy of the data, subject to guidelines covered by the Data Protection Act. They do not have the right of instant access, and can write to the Management for access. The Headteacher will then arrange for viewing of the images and subsequent discussion of content.  
The Data Protection Act gives the Headteacher the right to refuse a written request where such access could prejudice a criminal investigation or impede the apprehension or prosecution of offenders. If they decide to refuse the request, all reasons will be fully documented and the subject will be informed.