

CCTV Policy.

Avenue Nursery and Forest school is securely monitored by a CCTV system. The directors are responsible for the operation of the system for ensuring compliance with this policy. We recognise that the use of CCTV has become a common feature of our daily lives and while its use is generally accepted, CCTV operators have certain duties and responsibilities to those whose images are caught on camera.

Nursery complies with the information Commissioners CCTV code of practice to ensure it is used responsibly and safeguards both trust and confidence in its continued use.

The use of CCTV and the associated images is covered by the Data Protection Act 1998. This policy outlines the Nurserys use of CCTV and how it complies with the act and is associated with the Nurserys Data Protection policy, the provisions of which should always be adhered to.

The System comprises of fixed position cameras, a monitor, digital hard drive recorder and 1 public information sign. Cameras are located at strategic points on the premises. There are no hidden cameras and all will be prevented from focusing on areas of private accommodation. Signs are displayed at entrance and exit points to the site to inform staff, children, parents, and visitors that a CCTV installation is in use. The digital recorder and single effectiveness of the limited system it is not possible to guarantee that the system it is not possible to guarantee that the system will detect every incident taking place.

Purpose of the system

The system has been installed by the nursery with the primary purpose of monitoring:

- Helping to ensure the safety of all the users, staff, children, parents and visitors, consistent with the respect for the individuals privacy.
- Facilitate identifying any activities/events which might warrant disciplinary proceedings involving staff and assist in providing evidence to the nursery directors.
- Ensuring children are appropriately cared for.
- Theft and to deter criminal intent/damage to the building.
- Assist in the prevention and detection of crime.
- Staff interaction with children.
- Reducing the threat of a child being taken.
- If an issue arises and a parent wishes to view the CCTV recording then this will be agreed with the directors and parent may be given authorisation to view the recording with supervision.
- 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.
- For 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 secure location for viewing live images will be the Nursery office and remote access will be available to the directors. The system is accessible to the directors on apps and the directors have the sole duty to the Data Protection when accessing the following protocols will be followed.

1. Password protected computers.
2. Coded lock on the office door where cameras are accessed.
3. All viewing details will be kept every time pre-recording is assessed for any investigation i.e., a parent complaint.

4. All details will be kept every time CCTV live recording is accessed of staff for observation purposes.

User responsibilities.

To uphold the arrangements of this policy.

To handle images/data securely and responsibly, within the aims of the policy. Directors authorised to have access needs to be aware 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 the (ICO) Information commissioners Office. Data Protection Department.