



CCTV Policy and Procedures

Grass Roots Nursery Group: CCTV Policy and Procedures

Purpose:

The purpose of this policy is to establish guidelines for the use of closed-circuit television (CCTV) systems within the nursery group, ensuring compliance with relevant legislation and protecting the privacy rights of children, staff, and visitors.

Scope:

This policy applies to all CCTV systems installed and operated by the nursery group, including both indoor and outdoor cameras.

CCTV Use:

CCTV systems shall be used for the following purposes:

- **Safety and security:** To deter and detect criminal activity, such as theft, vandalism, or unauthorised access.
- **Child protection:** To monitor the well-being of children, ensuring they are safe and cared for appropriately.
- **Staff supervision:** To oversee staff conduct, ensuring they are adhering to policies and procedures.
- **Incident investigation:** To review footage in the event of accidents, injuries, or disputes.

CCTV Installation and Operation:


- CCTV systems shall be installed in accordance with relevant building regulations and safety standards.
- Cameras shall be positioned to minimize intrusion into private areas, such as changing rooms and toilets.
- Cameras shall be clearly marked to indicate that CCTV is in operation.
- CCTV footage shall be recorded and stored in a secure manner, with appropriate access controls in place.

Data Protection:

- The nursery group shall comply with all relevant data protection laws, including the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.
- CCTV footage shall be retained for a limited period, consistent with the data retention schedule.
- Access to CCTV footage shall be restricted to authorized personnel, such as management, security staff, or designated individuals.
- CCTV footage shall only be used for legitimate purposes and shall not be disclosed to unauthorized third parties.

Privacy Impact Assessment:

A Privacy Impact Assessment (PIA) shall be conducted to evaluate the potential impact of CCTV on privacy rights and to identify measures to mitigate risks. The PIA shall be reviewed regularly.

 Privacy Impact Assessment (PIA) for CCTV



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Parental Consent:

Parental consent shall be obtained for the use of CCTV in areas where children are likely to be identified.

Staff Training:

All staff members who have access to CCTV footage shall receive training on the proper use and handling of CCTV systems, including data protection obligations.

Incident Management:

In the event of an incident involving CCTV footage, the following procedures shall be followed:

- **Preservation of evidence:** CCTV footage shall be preserved to assist in any investigation.
- **Notification of authorities:** If necessary, the relevant authorities shall be notified.
- **Internal review:** An internal review shall be conducted to determine the cause of the incident and to identify any corrective actions.

Regular Reviews:

This CCTV policy and procedures shall be reviewed regularly to ensure that it remains effective and compliant with relevant legislation.

By adhering to these guidelines, the nursery group can ensure that its CCTV systems are used responsibly and in compliance with data protection laws.