



Wentworth Drive  
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[www.putnoewoodspreschool.co.uk](http://www.putnoewoodspreschool.co.uk)  
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### **CCTV Policy**

Putnoe Woods Pre-school have a CCTV system within the preschool setting environment. The system will be in operation 24 hours a day, every day of the year. The aim is to provide a safer and secure environment for all children, staff and parents. All images are monitored, recorded and used in strict accordance with this policy. The Business and Finance Manager is the Data Controlling Officer. The preschool manager and deputy manager are responsible for the operation of the system.

#### **Data Protection Act 2018**

C.C.T.V digital images, if they show a recognisable person, are personal data and are covered by the Data Protection Act. It is recognised that the images are sensitive material, and the managers are responsible for ensuring day to day compliance with the Act.

#### **The CCTV system**

The system comprises of 8 fixed position cameras, two monitors, digital hard drive recorder and 1 public information sign. No camera is hidden from view. Signs are prominently placed at the entrance of the site to inform staff, children, parents and visitor 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 will detect every incident taking place on the site.

CCTV is provided in the following areas;

- Preschool Rooms
- Hall ways
- Garden

Cameras are not located in toilets, changing area, kitchen, office, or facing out externally.

The footage can only be reviewed by the Preschool Manager, Deputy or Finance Team and when they need to. It is recognised that images are sensitive material and subject to the Data Protection Act 2018. All recordings will be handled in strict accordance with this policy.

#### **The Purpose of the System**

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

- Staff interaction with children
- Ensuring children are appropriately cared for

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- Facilitate the identification of any activities/event which might warrant disciplinary proceedings being taken against staff and assist in providing evidence to the Preschool Manager
- Reducing the threat of a child being abducted
- Damaged to the building
- Theft
- Assist in the prevention and detection of crime
- Helping ensure the safety of all the users, staff, children, parents and visitors, consistent with the respect for the individuals privacy
- Deter those having criminal intent
- Clarify the circumstances of an incident which has led to an injury
- The system **WILL NOT** be used to provide images to the world wide web or record any sound.
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## Recordings

The Recordings will last for approximately 30 days from the date of recording and then will be automatically overwritten. The images can only be viewed on the screen in the office. Any images that are required to be download must be stored on a password protected memory stick and logged in the safeguarding folder of the named individual or on a data encrypted laptop of a manager.

## Disclosure of recorded materials to third parties is limited to the following authorities;

- Law enforcement agencies where images recorded would assist in a criminal enquiry and/or prevention of terrorism and disorder
- Prosecution agencies
- Emergency and safeguarding services in connection with the investigation of an incident.

No images will be broadcasted or streamed over the internet to third parties or parents. Anyone who believes they have been filmed by CCTV can ask to see a copy of the data subject to the guidelines of the data protection act. They do not have the right of instant access, and can write to the Business and Finance Manager requesting access. Guidance from the information commissioner's office may be sought. The Preschool Manager and another from the authorised personnel will arrange a viewing of the images and discussion of content if deemed appropriate.

The Data Protection Act gives the preschool the right to refuse a written request where such access could prejudice a criminal investigation or impede the apprehension or prosecution of offenders or puts other children at higher levels of safeguarding risk. All information will be recorded and fully documented, and the subject will be informed.

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## Complaints

Any complaints about the preschool's CCTV system will follow the school's usual complaints procedure.

### **This policy is in compliance with the Data Protection Act 2018**

| Review Date        | Reviewer     | Amendments  | Policy signed off on behalf of the Board of Trustees |
|--------------------|--------------|---|--|
| Created: June 2018 | Ann Peace    |   |  |
| November 2019      | Lucy Whitney | Amended who operates the system, how to access, purpose of the system and time recordings are stored<br><br>New email address added |  |
| October 2021       | Lucy Whitney | Amended number of cameras & recording period following installation of new system.  |  |
| Sept 2023          | Jo Skelton   |   |  |