



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 recorded and used in strict accordance with this policy.

The Business and Finance Manager is responsible for the operation of the system and is also the Data Controlling Officer.

Data Protection Act 1998

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

The CCTV system

Comprises of 4 fixed position cameras, a monitor, 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:

- Pre-School 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 1998.

Putnoe Woods Preschool



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www.putnoewoodspreschool.co.uk

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
- Facilitate the identification of any activities/event which might warrant disciplinary proceedings being taken against staff and assist in providing evidence to the Nursery Manager
- Reducing the threat of a child being abducted
- Damage 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

Recordings

The Recordings will last for 28 days. 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 child.

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

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access, and can write to the Business and Finance Manager for access. The Preschool Manager and another from the authorised personnel will arrange a viewing of the images subsequent discussion of content.

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.

Complaints

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

Owned by: Business and Finance Manager	Reviewed Annually
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