**Little Wonderland Nursery Ltd**

**CCTV policy**

Little Wonderland Nursery is securely monitored by a CCTV surveillance system. The Nursery Manager/Owner is 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.

The Nursery complies with the Information Commissioner's 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 nursery’s use of CCTV and how it complies with the Act and is associated with the Nurseries Data Protection policy, the provisions of which should be adhered to at all times.

Our System comprises 3 fixed position cameras, 2 public information signs. Cameras are located at strategic points on the premises; entrance, exits. No camera is hidden from view and all cameras will be prevented from focusing on areas of private accommodation. Signs are prominently placed at the entrance and exit points of 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 will detect every incident taking place on the site.

**Purpose of the System**

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

· Helping ensure the safety of all the staff, children, parents and visitors,

· Reducing the threat of a child being abducted

· Damage to the building

· Theft & assist in the prevention and detection of crime

The system will not be used to provide images for the world-wide-web & it is consistent with the respect for the individuals’ privacy

 **Recording**

Digital recordings are made using a digital video recorder operating in real mode, monitoring the site continuously 24 hours a day. Images will normally be retained for 30 days from the date of the recording and they will then automatically be deleted.

**Access**

Viewing of the recorded images of CCTV will be restricted to the Management within the office, and also to those staff who need to have access in accordance with the purpose of the system.

Out of nursery hours, the owners will have access to CCTV images via secure remote access to assist in maintaining the security of the premises. This is not a “webcam” facility; parents will not have access to view recordings.

Policy created: 05/03/2025

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