

Written February 2022

## CCTV Policy

Humming Bees Day Nursery will be securely monitored by a CCTV surveillance system.

The Nursery Owner (Jennifer Heald) is responsible for the operation of the system and 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 system comprises of wall/ceiling mounted cameras, with the ability to pan in all directions – linked via WiFi to a handset and a digital hard drive recorder. Cameras are located at strategic points on the premises; no camera is hidden from view and no cameras are positioned in or around bathrooms or such private areas.

Signs are clearly situated on the exterior of the premises, and all staff, children, parents and visitors are notified of their use. The digital recorder and limited number of cameras means it is not possible to guarantee that the set up 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 monitoring

- Staff interaction with children
- Staff and child safety
- Reducing any threats to children or staff
- Theft
- Damage/Vandalism
- Identification of any activities/event that may warrant disciplinary proceedings
- Assist in the prevention and detection of crime
- Detering criminal intent

Digital recordings are made in real time, and uploaded to a secure, two-step verified cloud storage system. Recordings are logged continuously, and stored for up to 3 months.

Viewing of the recordings are restricted to the Nursery Owner only on a secure device. The Nursery Manager may also view the recordings in the case of an official concern, where a written application to view the recordings will be made.

Parents will not have access to view recordings.

Official authorities (eg. Police) may access copies of recordings when applied for via official routes in writing and with good cause.