

CCTV POLICY

Policy Statement

EDG Nursery operates CCTV throughout appropriate areas of the premises to support:

- children's and staff safety;
- site security;
- safeguarding;
- monitoring of the premises;
- prevention and investigation of incidents; and
- verification of information where an incident, complaint or concern has been reported.

CCTV footage is personal data and will be managed securely in accordance with UK data protection requirements. Access to footage is restricted to authorised persons.

Purpose of CCTV

CCTV is an **additional safeguarding and security measure**. It does not replace effective staff supervision, management presence or normal safeguarding procedures.

Management must **not use CCTV as a substitute for spending time within classrooms, observing practice directly, speaking with staff and children, or carrying out normal management monitoring.**

Managers are expected to remain visible and engaged within the nursery

Monitoring Staff Practice

Staff should be aware that their actions may be captured on CCTV while working within monitored areas.

Where management observes practice that appears:

- unsafe;

- inappropriate;
- inconsistent with nursery procedures;
- contrary to the Staff Code of Conduct; or
- potentially safeguarding-related,

management may address the matter with the member of staff and take appropriate action.

CCTV footage may be reviewed where appropriate to:

- establish facts following an incident;
- support or challenge information presented to management;
- investigate a complaint;
- review an accident or safeguarding concern;
- investigate inappropriate practice;
- support disciplinary or safeguarding procedures; or
- provide evidence to an appropriate external authority where lawfully required.

CCTV should support good management practice, not replace it.

Access to CCTV

Access to live and recorded CCTV must be restricted to **authorised management/personnel**.

Staff must not access, copy, record, photograph, download or share CCTV footage unless specifically authorised to do so as part of their role.

Footage must be stored securely and only retained for as long as necessary for the purpose for which it was collected, subject to any requirement to preserve footage relating to an incident, investigation or legal/regulatory matter.

Parents and CCTV Footage

Parents/carers are **not permitted general access to live CCTV or to casually view recorded footage**, including following an accident, incident, complaint or disagreement.

This is particularly important because footage may contain images and personal information relating to **other children, families, staff or visitors**.

Where a parent requests CCTV footage relating to their child, the request must be referred to management and handled in accordance with EDG Nursery's **Data Protection and Confidentiality Policy and subject-access procedures.**

A parent requesting footage does **not automatically have the right to view unedited footage containing other identifiable children or adults.**

Where a valid subject access request applies, EDG will consider the child's rights and best interests alongside the privacy rights of others. Footage may require redaction, such as blurring other identifiable individuals, before information can be disclosed.

Parents should therefore never be invited into the office to "watch the CCTV" following an incident.

Safeguarding and Investigations

Where CCTV may contain evidence relating to:

- a safeguarding concern;
- an allegation against a member of staff;
- an accident or serious incident;
- criminal activity;
- a complaint;
- disciplinary proceedings; or
- another formal investigation,

relevant footage should be **preserved immediately where possible** and access restricted.

Footage may be shared lawfully with appropriate bodies such as the police, Ofsted, Southwark safeguarding professionals/LADO or other authorised agencies where required.

Any disclosure must be appropriately controlled and recorded.

Confidentiality

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All policies contained within this handbook have been created in line with current legislation and statutory guidance. EDG Nursery reviews all policies annually and updates them sooner where changes to legislation, statutory guidance, and recognised sector best practice.

CCTV footage must never be:

- shown for entertainment or curiosity;
- shared informally with staff;
- recorded using a personal device;
- shared through WhatsApp/social media;
- shown casually to parents;
- copied or distributed without authority.

Any inappropriate access, recording or sharing of CCTV may result in disciplinary action and may constitute a data-protection or safeguarding breach.

Key Points for Staff

CCTV supports safeguarding and security - it does not replace management supervision.

Staff working within monitored areas may be captured on CCTV

Inappropriate practice observed on CCTV can and will be addressed.

CCTV may be used as evidence when investigating an incident, complaint or safeguarding concern.

Only authorised persons access CCTV.

Parents do NOT have general access to nursery CCTV.

Any request for footage must be:

REFERRED TO MANAGEMENT - DATA PROTECTION PROCEDURE FOLLOWED

Never photograph, record, copy or share CCTV footage without authorisation.

Related Policies

- Safeguarding and Child Protection Policy
- Data Protection and Confidentiality Policy
- GDPR Privacy Notice
- Staff Code of Conduct
- Low-Level Concerns Policy

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- Allegations Against Staff Procedure
- Complaints Policy
- Security and Access Procedures
- Record Retention Policy