



**EYFS: The Safeguarding and Welfare Requirements
3.28 & 3.29**

Child Protection

3a.10 CCTV Camera Scheme in the nursery

Auden Place Community nursery recognises the importance of providing and maintaining a safe environment for the benefit of the children, parents, staff and visitors of Auden Place Community Nursery, whilst also providing a rich and resourceful learning environment for all.

The CCTV system

- The system is CCTV only. There are no webcam services for parents to log on to.
- We have cameras installed throughout all the internal and external areas of the nursery, except for bathrooms, lift shafts and the staff room. No camera will be hidden from view.
- Signs declaring the use of CCTV will be displayed throughout the nursery.

The Use of CCTV provides.

- Safety and security for children, parents and staff
- Security of nursery premises and equipment
- Increased learning opportunities for staff trainings

Procedures

- The named person responsible for operation of the system is:

NICOLA AHERNE – NURSERY MANAGER
(Armour Security is the provider)

- Written acknowledgement of the CCTV will be sought from all parents.
- Staff members are aware that any incident of malpractice seen through the CCTV recordings may be used in evidence in a disciplinary procedure.
- All new staff members will be informed of the CCTV operation during their induction.
- Images will be automatically recorded for up to a month. After this, they will be overwritten.

Access to CCTV Recordings

- Access to the recordings on the CCTV are password protected and can only be accessed by the Management team and the Chair of the Management Committee (MC).
- We do not have the facility to delete recordings.
- Access to CCTV recordings will be made available to parents on request. *
- Access will be made available to third parties such as Ofsted, Social Services and the Police, should they be required.

- * The Management Committee may, in exceptional cases, agree to show CCTV footage to parents, in the company of a Committee member and/ or member of the management team. This decision will be made at the discretion of the Management Committee, and we reserve the right to decline requests where appropriate.



Use of CCTV Recordings

Should there be an incident at the nursery, a member of staff or a parent can request in writing that the CCTV images should be checked by the Manager and the MC Chair for clarifications. The recording will not be shown to the party requesting it, and the Manager will respond to the written request with the findings of the investigation. The investigation will also include a meeting with all parties involved in the recording. The Management Committee will be informed of the investigation. (N.B. Should the incident involve the Manager, then the matter would be handled by the Chair and the allocated member of the MC).

Should the requesting party not be satisfied with the response they receive, then:

- Parents/Visitors - They must refer to **Policy 3a.9 Making a Complaint**.
- Staff – They must refer to **Policy 4.4 Grievance and Disciplinary**

On occasions, with written permission from all parties on a recording, we may use some recordings for staff training/development.

Other Information

- The CCTV system has been registered with the Information Commissioners Office (Tel: 0303 123 1113 or 01625 545745) in accordance with the Data Protection Act. Our Registration number is **Z3475972/09460002130**, which is renewed annually.

Legal Framework

- Data Protection Act 1998
- Human Rights Act 1998
- GDPR 2018