



12 CCTV

1) Purpose

CCTV operates in children's rooms and the garden to help provide a safer and more secure environment for children, staff and families, while protecting property and supporting investigations where needed.

2) Main rule / nursery commitment

- CCTV is used to monitor interactions between staff and children, help review incidents such as biting, safeguard staff against allegations, deter crime, protect the building and equipment, and reduce the risk of intruders or abduction.
- CCTV is not used for covert staff monitoring, as a webcam for parents, or to share footage with third parties other than police or officials where necessary and lawful.
- Parents are not permitted to view footage because it includes other children and is confidential.

3) Location, control and use

- The system includes fixed cameras in each children's room and the garden, a monitor, a digital recorder and public information signs.
- No cameras are hidden from view.
- The monitor and digital recorder are in a locked cupboard in the office.
- Standard cameras record visual images and sound.
- The data controllers are the manager and owner. They control access to images and decide how the system is used.
- Only approved staff have access to live or recorded images and access is documented.

4) Storage and retention

- Recorded images are stored securely so dates and times can be identified.
- Recorded images are viewed only when there is suspected criminal activity or to improve practice, for example after an incident.
- Where images are kept for evidence, the data controller records why they are retained, where they are stored, any use made of them and when they are destroyed.
- The system records continuously, 24 hours a day, in real time.
- Images are normally retained for 6 weeks and then automatically overwritten.

5) Monitoring and review

- The nursery carries out annual audits of the CCTV system, including review of purpose, location, the images recorded, storage, retention and deletion.
- The nursery reserves the right to change or remove the system where appropriate.

6) Policy details

- Provider: Aspire Day Nursery Ltd
- Adopted: August 2021
- Date last reviewed March 2026
- Signed by: C Moxon
- Name of signatory: Christine Moxon, Role: Manager