



## CCTV Policy

The main purpose of having CCTV is to provide a safer and more secure environment for the benefit of the children in our care, staff, parents/carers and visitors. In particular, the usage of CCTV enables us to:

- ✿ Safeguard our children, parents/carers, and staff.
- ✿ Assist in the prevention and detection of crime.
- ✿ Identify any activities or events that may warrant disciplinary proceedings being taken against staff and assist in providing evidence to the Nursery Manager where gross misconduct may be involved or where the behaviour of an individual puts others at risk.

We do not use CCTV for the purposes of covert monitoring of the staff.

We recognise that images are sensitive material and Maritime Minis uses the CCTV responsibly, we also have a statutory requirement to adhere to data protection legislation, with which we will comply. We also adhere to the Information Commissioner's Office (ICO) code of practice for use of CCTV and are also members of the ICO. Images are controlled by Maritime Minis on behalf of Minis Childcare Limited.

We ensure that:

- ✿ Those with access to CCTV images are familiar with our CCTV policy, GDPR knowledge and the ICO's CCTV code of practice. Access is only granted to the Nursery Management and Senior Management team.
- ✿ The date and time stamp on recordings is accurate.
- ✿ The system is maintained and serviced in accordance with the manufacturer's recommendations.
- ✿ Images are not disclosed to the media or posted on the internet.
- ✿ The use of CCTV and the CCTV policy is reviewed annually.
- ✿ Proactive checks and audits are conducted on a regular basis to ensure that procedures are being complied with.
- ✿ The CCTV recording equipment is stored in a lockable cabinet.

The location of CCTV cameras in Maritime Minis are located in areas that children are present such as classrooms and the main entrance. Sound is never recorded and cameras are not located in any child's or adults' bathrooms.




The CCTV system is a localised system. No images will ever be broadcasted or streamed over the internet to any third party or parents. Recordings will be made on a daily basis around the clock all year.

Access to real time images will be limited to a designated monitor within the office. Images will normally be retained for a period of 31 days from the date of recording and then automatically overwritten by the system.



Access will be restricted to those individuals who need to have access in accordance with the purposes of the CCTV system. When accessing the system, they will be under the guidance and supervision of a member of the management team.

Disclosure of recorded material will only be made available to third parties in strict accordance with the purposes of the system and is limited to the following:

-  Law enforcement agencies where images recorded would assist in a criminal enquiry.
-  Prosecution agencies
-  Emergency services in connection with the investigation of an accident.

Individuals have the right to request a copy of any CCTV footage in which they are in focus and/or clearly identifiable. There is however, no right of immediate access to images for anyone who believes they have been recorded by the CCTV system. Any such request can be made to the Nursery Manager. The management team have 30 days to reply and assess if copies of images are required.

Maritime Minis can refuse any request for information if the request would mean disclosing information or images about other individuals, including children who might be identifiable from the requested footage to protect their individual rights, with the following exceptions:

There is an overriding legal obligation, such as a court order, or where such access could prejudice a criminal investigation or impede the apprehension or prosecution of offenders.

Regulations and supporting bodies:

<https://www.gov.uk/data-protection-your-business/using-cctv>

<https://ico.org.uk/>

This policy was updated:	Signed on behalf of the nursery:	Date for Review:
July 2024	Julie Coackley Childcare Director	2025