



CCTV Policy

At The Little Magpies Nursery, we are fully committed to safeguarding the welfare of every child, staff member, parent, and visitor on our premises. As part of this commitment, we use Closed Circuit Television (CCTV) with audio functionality throughout the nursery building. This policy sets out the purpose, scope, and management of our CCTV system in line with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and relevant government guidance.

Purpose of CCTV Use

The CCTV system, which includes both video and audio recording, is used for the following purposes:

- To help ensure the safety, protection, and wellbeing of children, staff, and visitors
- To support effective safeguarding practices and assist in the investigation of concerns
- To provide evidence in the event of an incident, complaint, or disciplinary matter
- To ensure transparency and support a fair and accurate reporting process
- To monitor and evaluate the quality of care and education in line with our high standards

Areas Covered by CCTV

CCTV with audio recording is installed in the following communal areas:

- Playrooms
- Hallways and shared communal spaces
- Entrances and exits
- Staff areas and office spaces

CCTV is not used in toilets, nappy changing areas, or other private spaces.

Clear signage is displayed throughout the premises to notify all individuals of CCTV use.

Access, Storage, and Security of Recordings

- CCTV footage is securely stored on encrypted systems, accessible only to authorised members of the management team.
- Recordings are typically retained for **up to 30 days**, unless required longer for the purposes of an investigation or legal matter.
- All access to recordings is logged and monitored.
- Requests to view footage must be made in writing and will be assessed in accordance with data protection legislation and the rights of all individuals featured in the recordings.

Confidentiality and Legal Compliance

- All CCTV footage is treated as **personal data** under the UK GDPR and is managed in line with our Data Protection Policy.
- Individuals have the right to request access to footage in which they appear, provided that doing so does not infringe on the privacy rights of others.
- Footage will only be disclosed to third parties when legally required, or where necessary for safeguarding, investigation, or law enforcement purposes.

Notification and Consent

- All staff, parents, and visitors are made aware of our CCTV system during induction, enrolment, or via on-site signage and written documentation.
- Parental consent for CCTV and audio recording is obtained during the admissions process.
- Staff are informed of the system's purpose and trained on its role in supporting a safe and reflective working environment.

Monitoring and Review

This policy is reviewed **annually** or sooner if there are changes in legislation, technology, or safeguarding guidance. Any significant updates will be clearly communicated to staff and families.