

General Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

Providers must display signs within the setting letting people know that CCTV is in operation.

8.8 CCTV Policy



Policy statement

The purpose of this policy is to state how our setting deals with the requirements of the law, particularly the Data Protection Act 1998 in respect of our closed circuit T.V. system in our provision.

The purpose of the CCTV system is for the security of the premises, the prevention, detections and investigation of criminal activity, trespass and vandalism and the safety of children, staff and visitors to our setting, with respect for the individual's privacy.

The system will not be used to provide recorded images for the world-wide-web, or to provide images for a third party, other than the Police in the course of their enquiries.

CCTV system

Cameras are located at strategic points: one camera outside the main entrance, one in the outside play area and cameras in all the playrooms and stairwells of the building. No camera is hidden from view. Signs will be placed at strategic points and at the entrance of the building to notify staff, parents/carers, visitors and members of the public that a CCTV installation is in use.

Although every effort has been made to ensure maximum effectiveness of the system it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

Recording

Digital recordings are made using a digital video recorder operating in real time mode. Images will normally be retained for 28 days from the date of recording, and then automatically overwritten.

Access to images

Access to images will be restricted to the management team. Disclosure of recorded material will only be made to third parties in strict accordance with the purpose of the system and is limited to the following authorities:

- Law enforcement agencies where images recorded would assist in a criminal enquiry and /or the prevention of terrorism and disorder

- Prosecution agencies
- Emergency services in connection with the investigation of an accident

Access to images by a staff member, parent/carer or visitor

Individuals have the right to request access to the CCTV footage relating to themselves under the Data Protection Act. All requests should be made in writing to the Manager of the Pre-School. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time and location. A fee of £10 will be charged per request.

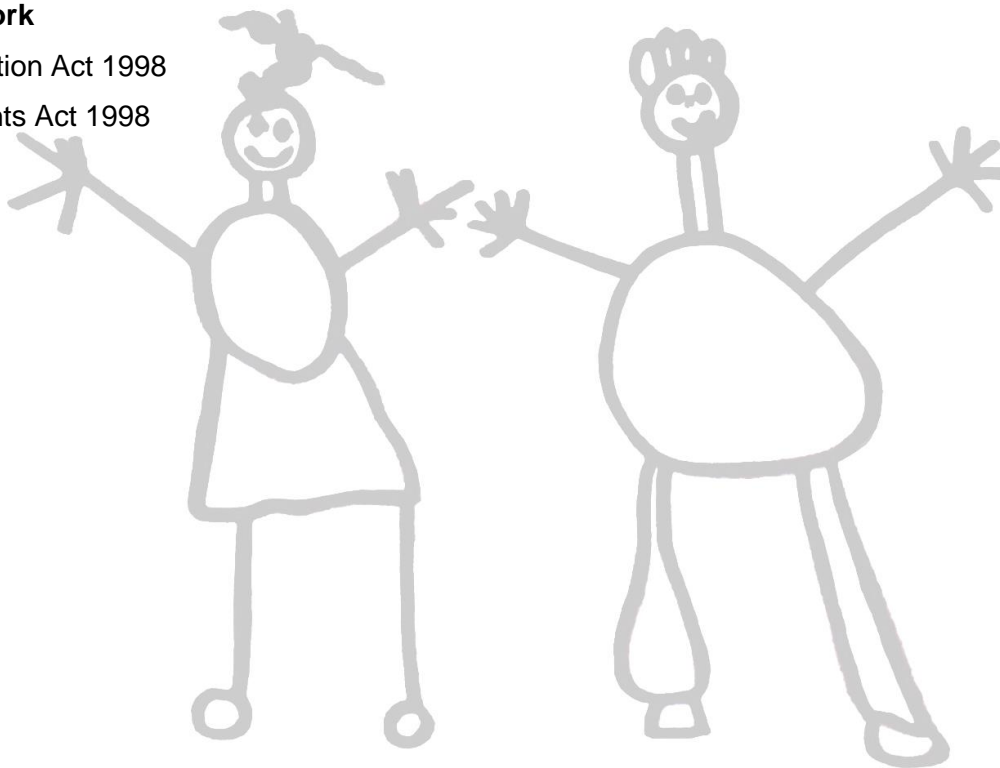
Pippin Pre-School reserves the right to refuse access to the CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

Wraparound care

- The above policy also applies to those who attend any of the wraparound sessions provided by Pippin Pre-School.

Legal Framework

- Data Protection Act 1998
- Human Rights Act 1998



Registered Charity No. 1028855

Pre-School