



CCTV Policy

We have six CCTV cameras installed in the nursery. Three are indoors and three are outdoors. The system comes complete with a hard drive that records images over a 24 hour period. The system holds the recorded footage for a maximum of seven days and is then recorded over. If incidents occur, it is possible to take a copy of the recording and this can be kept indefinitely.

We ensure that the footage captured by the CCTV cameras will be used :

- To ensure the security of the premises
- For staff training on the premises
- Protect parents and children should a complaint ever arise
- Protect our staff should a complaint ever arise

No CCTV footage will ever leave the nursery premises unless enforced by the police or other legal representatives.

The Data Protection Act and confidentiality will always be considered.

This policy was adopted on	Signed on behalf of the nursery	Date for review
19/02/2019		19/02/2020

Name	Date	Signature