



CCTV Policy

September 2022

Olivers Lodge Day Nursery and Pre-school is securely monitored by a CCTV surveillance system.

The Nursery Owner Alex Suffolk is responsible for the operation of the system for ensuring compliance with this policy, the purpose of CCTV has been installed to assist in ensuring a safe and secure environment for the benefit of children in our care for staff, parents/carers and visitors.

These purposes will be achieved by monitoring the system to:

- Assist in the overall security of individuals, premises and equipment.
 - Ensure high standards of care are maintained
 - Increase learning opportunities for staff
 - Facilitate the identification of any incident which may necessitate disciplinary action being taken against a staff member and assist in providing evidence to HR and Nursery Owner.
 - Act as an effective deterrent against criminal activity, such as vandalism
- CCTV System Cameras will be located both internally and externally at strategic points, essentially:
- Inside and outside the main entrances
 - Within each play area/room. NOT covering nappy change areas or bathrooms.

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.

Digital recordings are made using a digital video recorder operating in real mode, monitoring the site continuously 24 hours a day. Images will normally be retained for between four and six weeks from the date of recording and they will then be automatically overwritten.

Access to Images

Viewing of recorded images of CCTV will be restricted to the HR & the owner within the office and also to those staff who need to have access in accordance with the purposes of the system. Out of Nursery hours, the owners will have access to CCTV images via secure remote access to assist in maintaining the security of the premises. This is not a 'webcam' facility; parents will not have access to view recordings.