



[summertimenursery@hotmail.co.uk](mailto:summertimenursery@hotmail.co.uk)

Registered Charity No: 1159532  
Summertime Nursery & Preschool  
Thomas Hardye School  
Queens Avenue  
Dorchester DT1 2ET

### **34 CCTV Policy**

This policy sets out Summertime Nursery & Preschool's approach to the use of CCTV in the workplace.

**Data controller:** Summertime Nursery & Preschool, C/O The Thomas Hardye School, Queens Avenue, Dorchester, Dorset DT1 2ET. Tel: 01305 257756

**Data protection officer:** Mrs Jan Furzer, Office Manager, Summertime Nursery & Preschool (address and telephone as above). Email [office@summertimenursery.co.uk](mailto:office@summertimenursery.co.uk).

#### **Location of cameras/CCTV**

Cameras are located in the entrance door and hallway, office, kitchen, all classrooms and the outside play areas. Using CCTV is necessary for Summertime Nursery & Preschool's legitimate interests. Cameras are installed for the purpose of detecting and preventing crime or serious misconduct by staff.

This policy does not form part of our employees' contract of employment, and we reserve the right to amend it at any time.

#### **Purpose of CCTV**

We will not use CCTV for monitoring the work of workers or finding out whether or not they are complying with the organisation's policies and procedures. Our reasons for installing CCTV include:

- **Enhanced Safety:** CCTV cameras can prevent unauthorised access and ensure safety.
- **Parental Peace of Mind:** Parents can have peace of mind knowing that their children are being monitored and are in a safe environment.
- **Evidence Collection:** CCTV footage can provide an accurate record of accidents, disputes, or incidents, which can be crucial for understanding and resolving situations.
- **Increased Accountability:** Cameras in nurseries can reduce instances of negligence or misconduct.
- **Operational Oversight:** Management can review footage to assess daily operations, staff performance, and adherence to nursery protocols.
- **Reduction in False Claims:** If alleged misconduct or accidents occur, CCTV footage can provide a clear and unbiased understanding of events.

We will ensure that all cameras are set up in a way that ensures that there is minimal intrusion of staff privacy, and that any intrusion is fully justified.

In areas of surveillance, signs will be displayed prominently to inform staff, parents, guardians and visitors that CCTV is in use. If individuals access the relevant areas, their images will be captured on CCTV.

Children will be unaware of the cameras as we believe they should be able to learn and play and nothing impede their natural behaviour and exploration.

#### **Limits on use of CCTV**

CCTV will not be operated in toilets or directly opposite nappy changing areas, unless this is necessary for the investigation of a serious crime or there are circumstances in which there is a serious risk to health and safety or to the operation of this business. CCTV will be used in this way only where it is a proportionate means of achieving the aim in the circumstances.



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Covert CCTV will only ever be set up for the investigation or detection of crime or serious misconduct. The use of covert CCTV will be justified only in circumstances where the investigator has a reasonable suspicion that the crime or serious misconduct is taking place and where CCTV use is likely to be a proportionate means of securing evidence. Any covert recording will be strictly time limited.

### **Evidence from CCTV footage**

CCTV evidence may be used against staff in disciplinary proceedings only where such evidence tends to show, in the reasonable belief of the employer, that they have been guilty of serious misconduct. The individual will be given a chance to see and respond to the images in these circumstances.

### **Storage of CCTV footage & disclosure to third parties**

Images from CCTV footage will be securely stored and only authorised personnel will have access to them. This will normally be the Nursery Manager and Deputy Manager only. It could also include members of HR, a line manager, and managers in the area in which the footage is taken. However, information would normally be shared only in this way if the organisation has reason to believe that a criminal offence or serious misconduct has occurred. Surveillance information may also be shared with law enforcement agencies, legal professionals, insurance companies, safeguarding organisations, and Trustees of this organisation for the purposes of detecting crime.

The images will be retained only long enough for an incident to come to light and any investigation to be conducted. In normal circumstances, CCTV footage will be overwritten after 30 days.

- Footage is stored to a Network Video Recorder which is kept in the locked office
- Only the Nursery Manager and Deputy Manager will have login access to review footage and download if required.
- If footage is required for any form of investigation, the required 'time frame' required will be downloaded and temporarily stored securely on a memory stick (USB)
- The downloaded footage will be kept for the required duration of the investigation and according to legal requirements. Investigation footage will be encrypted to ensure its privacy and security and archived.
- The system does not use internet access to record and store footage from security cameras. Data is not stored in the cloud which mitigates the risk of cyber-attack. Footage cannot be viewed remotely.
- There is no live-stream video footage at all.

Individuals whose images are recorded have a right to view images of themselves and to be provided with a copy of the images. Individuals making such a request should provide us with a photograph or a description of themselves, together with the relevant time and date of the image, so that they may be easily identifiable. If you want to make a request, please send the request to Jan Furzer, Office Manager, Summertime Nursery & Preschool (address and telephone as above). Email [office@summertimenursery.co.uk](mailto:office@summertimenursery.co.uk).

Individuals who make access requests will be allowed access to such images within one month of the request, although in some cases, particularly where large amounts of data are processed, that time period may be extended to three months.

Catherine White  
Nursery Manager  
March 2025