



summertimenursery@hotmail.co.uk

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

35 CCTV Policy

1. Why we use CCTV

Summertime Nursery & Preschool uses CCTV to help:

- keep children, staff and visitors safe;
- protect the nursery premises and property;
- prevent and detect crime;
- investigate serious incidents, accidents or safeguarding concerns; and
- provide evidence where an incident needs to be investigated.

We use CCTV because we consider it necessary and proportionate for these purposes. We do not use CCTV simply to monitor staff performance or to check whether staff are following normal nursery procedures. CCTV footage is personal data and is handled in accordance with UK data protection law.

2. Where cameras are located

Cameras are located at:

- the entrance;
- hallways;
- the office;
- the kitchen;
- classrooms; and
- outside play areas.

Cameras are positioned to minimise unnecessary intrusion into people's privacy.

There is no CCTV in toilets or other areas where people would reasonably expect privacy. Cameras will not be positioned directly towards nappy-changing areas.

There is no live streaming and footage cannot be viewed remotely.

3. Children, parents, staff and visitors

CCTV may record children, staff, parents, visitors and other people who enter areas covered by the cameras. Signs will be displayed to make people aware that CCTV is in operation.

The nursery will use CCTV in a way that respects children's privacy and allows them to play, learn and develop naturally.

4. Use of CCTV footage

CCTV footage will only be viewed where there is a legitimate reason to do so, for example:

- an accident or serious incident;
- a safeguarding concern;
- suspected crime;
- suspected serious misconduct; or
- a request from the police or another organisation where disclosure is lawful and appropriate.

CCTV will not normally be used to monitor staff performance.

CCTV footage may be used as part of a disciplinary investigation where it is relevant to serious misconduct. Any staff member affected will be given an appropriate opportunity to respond.

5. Who can access CCTV

Access to CCTV footage is restricted to authorised people who need to see it for a legitimate purpose.

Normally, this will be the Nursery Manager and Deputy Manager. Access may also be given to appropriate staff, HR, legal advisers, insurers, safeguarding professionals, the police or other authorities where this is necessary and lawful.



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Anyone given access to CCTV footage must keep it confidential and secure.

6. Storage and retention

CCTV footage is stored on a Network Video Recorder kept in the locked office.

The system does not store footage in the cloud and is not connected to the internet for remote viewing.

In normal circumstances, CCTV footage will be automatically overwritten after 30 days.

If footage is needed for an investigation, it may be securely downloaded and retained for as long as necessary for that investigation or to meet a legal requirement. Once it is no longer needed, it will be securely deleted. Downloaded investigation footage will be securely stored and access will be restricted to those who need it.

7. Requests to see CCTV footage

People have rights under data protection law to request access to personal information held about them, including CCTV footage.

A request should be made to:

Mrs Jan Furzer, Office Manager
Summertime Nursery & Preschool
C/O The Thomas Hardy School
Queens Avenue
Dorchester
Dorset DT1 2ET

Email: office@summertimenursery.co.uk

Tel: 01305 257756

Please provide, where possible, the date, approximate time and location of the recording and a description of the person concerned.

Requests will be dealt with in accordance with UK data protection law. Where footage contains images of other people, we may need to redact or otherwise protect their information before providing a copy.

Requests concerning a child will be considered carefully, including whether providing the footage is in the child's best interests and whether there are any safeguarding concerns.

8. Sharing CCTV footage

We will only share CCTV footage outside the nursery where there is a lawful and appropriate reason to do so.

This may include sharing footage with:

the police or other law enforcement agencies;

safeguarding authorities;

our insurers or legal advisers; or

another organisation where disclosure is required or permitted by law.

Data Protection Officer: Mrs Jan Furzer, Office Manager

Email: office@summertimenursery.co.uk

Catherine White
Nursery Manager
September 2026