

New Millside Pre-school

CCTV POLICY & PROCEDURE



Introduction

New Millside Pre-school is committed to safeguarding children and promoting the welfare of all children, staff, parents, and visitors. As part of this commitment, the preschool uses a Closed-Circuit Television (CCTV) system to support safeguarding, health and safety, and site security.

This policy outlines the purpose, use, and management of CCTV within the preschool and demonstrates our commitment to operating the system responsibly, proportionately, and with respect for privacy. CCTV is used in accordance with the Data Protection Act 2018, UK General Data Protection Regulation (UK GDPR), and Information Commissioner's Office (ICO) guidance. This policy should be read alongside the preschool's Safeguarding and Data Protection policies.

Purpose of CCTV

The CCTV system is used for the following purposes:

- To support the safeguarding and protection of children
- To promote the safety and wellbeing of children, staff, parents, and visitors
- To assist in the investigation of accidents, incidents, complaints, or safeguarding concerns
- To support the security of the preschool premises and property

CCTV is not used for the routine monitoring of staff performance, except in the case of an allegation, or children's behaviour, and is not a live-streaming or webcam system.

Areas Covered by CCTV

CCTV cameras are installed only in appropriate communal and external areas of the preschool. Cameras are located in:

- The main room
- The small room
- The hallway facing the front door
- Outdoor areas

The hallway camera is positioned to support safeguarding and site security by monitoring access at the main entrance.

Privacy

Camera positioning has been carefully considered to ensure monitoring is proportionate, necessary, and respectful at all times. Toilet areas are fully blacked out on camera footage, and no recording takes place in toilets/changing areas. Cameras relay images only and no sound is recorded.

Monitoring and Viewing of Footage

- CCTV footage can only be viewed on-site within the preschool
- There is no facility for off-site or remote access
- The system does not stream footage online
- Parents do not have live or remote access to CCTV footage

Footage is only viewed when there is a legitimate reason to do so, such as a safeguarding concern or incident investigation or allegation.

Storage and Retention

CCTV recordings are stored securely on in-house equipment. Footage is retained for a limited period and is automatically overwritten unless it is required as part of:

- A safeguarding concern
- An investigation
- A legal or regulatory request

All recordings are handled as confidential personal data, and access to footage is logged.

Access to CCTV Footage

Access to CCTV footage is restricted to authorised persons only, including:

- The Preschool Manager
- Committee Chair
- Administration & Finance Manager
- In instances where it may be necessary to share footage internally this will be restricted to the DSL and HSO or in the case of an allegation or dispute the staff member/s involved.

Footage will only be shared with external or internal third parties where there is a lawful basis to do so, such as requests from safeguarding authorities or law enforcement agencies. Where necessary, relevant footage may also be viewed with individual members of staff as part of an internal enquiry, clarification, or safeguarding discussion.

Parents, staff, or visitors may request access to footage in which they appear via a Subject Access Request (SAR). Requests will be managed in accordance with UK GDPR, and access may be restricted where disclosure would impact the rights and privacy of others.

Transparency and Signage

Clear and visible signage is displayed at the preschool to inform staff, parents, and visitors that CCTV is in operation. Further information about the use of CCTV is available through this policy on request.

Policy Implementation

This policy was written and approved prior to the installation of the CCTV system to ensure transparency and allow staff and parents to be informed in advance. The CCTV system will become operational in May 2026.

Legal Compliance

CCTV images are classed as personal data under UK GDPR and the Data Protection Act 2018. New Millside Pre-school acts as the Data Controller and ensures:

- CCTV is used fairly, lawfully, and transparently
- Recordings are stored securely
- Access is restricted to authorised persons
- Individuals' rights are respected at all times

Review of the Policy

This policy will be reviewed annually or sooner if there are changes in legislation, guidance, or the preschool's CCTV arrangements.