



CCTV Policy

Meithrinfa Deryn Bach is securely monitored by a CCTV surveillance system. The Nursery Manager/ Owner is responsible for the operation of the system ensuring compliance with this policy.

We recognise that the use of CCTV has become a common feature of our daily lives. The Nursery complies with the CCTV code of practice to ensure that it is used responsibly and safeguards both trust and confidence in its continued use.

The use of CCTV and the associated images are covered by the General Data Protection Regulation (GDPR).

The policy outlines the Nursery's use of CCTV and how it complies with the Act and is associated with the Nursery's Data Protection policy and is adhered to always.

The system comprises of one camera in each room plus one in outdoor play area, covering the entrance gate.

There will be areas within the Nursery (the corridor and bathroom areas) where there will be no cameras, the ones we have in the rooms will be in view at all times.

The purpose of installing the CCTV system is for monitoring and surveillance purposes only, and not as a web cam system for parents to view their children.

We will be using CCTV in the Nursery for the following reasons:

- To view staff interaction with the children
- Ensure children are appropriately cared for
- For the purpose of staff training
- To facilitate the identification of any activities or events which might warrant disciplinary proceedings being taken against staff and assist in providing evidence to the Nursery Manager
- Helping ensure the safety of all users, staff, children, parents and visitors consistent with respect for individual's privacy
- To monitor damage to property, theft or deter any criminal intent.

The rooms and outdoor areas are monitored 24 hours a day and throughout the year, and images will be retained for four weeks and then be overwritten.

Viewing of the recorded images will be restricted to the Nursery Manager/Owner within the office area and can be accessed by the Owner outside of Nursery hours.

Public signs are displayed to show the use of CCTV at the Nursery, and this policy will be reviewed and updated regularly.

This policy was adopted on	Signed on behalf of the Nursery	Date of latest review
Friday, 06 April 2018	Lmgriffiths	Thursday, 07 March 2019