

CCTV Policy

Sweet Peas Nursery is securely monitored by a CCTV surveillance system. The Director is responsible for the operation of the system and for ensuring compliance with this policy.

Purpose of CCTV

CCTV has been installed to assist in ensuring a safe and secure environment for the benefit of children in our care, team members, parents/carers and visitors. These purposes will be achieved by monitoring the system to:

- Ensure high standards of care are maintained.
- Assist in the overall security of individuals, premises and equipment.
- Act as an effective deterrent against criminal activity, such as vandalism.
- Facilitate the identification of any incident which may necessitate disciplinary action being taken against a team member and assist in providing evidence to the Nursery Manager.
- Increase learning opportunities for team members.

CCTV system

Cameras are located (internally and externally) at strategic points, essentially:

- In every room within the nursery [these do not cover nappy changing areas or bathrooms].

The planning and placement of CCTV cameras has sought to ensure that the system will give maximum effectiveness and efficiency for its registered purposes. It is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

Digital recordings will be kept for a maximum of 28 days, unless specific incidents have been recorded subject to further investigation. Signage stating the use of CCTV, as required by the Code of Practice of the Information Commissioner, has been placed at all access points.

The nursery will comply with the terms of the General Data Protection Regulation 2018 and any subsequent legislation to ensure that the data is treated in a manner that is fair and lawful.



The system operates on digital recording technology and consists of both fixed mount and directional day cameras. Recordings are set for one month.

The system is operated by the Director.

Images may only be viewed with permission from the Director.

Images may be disclosed to law enforcement agencies where a crime needs to be investigated. Once an image has been disclosed to the law enforcement agency, they become the data controller for their copy of that image and it is their responsibility to comply with the General Data Protection Regulation 2018 in relation to any further disclosures.

Images will not be disclosed to the media or for internet purposes.

Images will not be disclosed to individuals.

The equipment will be maintained annually to a standard as recommended by the original equipment supplier.



