



CCTV Policy

Little Owls CCTV Policy

Version Control Log

Date	Date agreed with Managers	Overview of changes
October 2017	November 2017	New Policy
September 2018	September 2018	Updated Policy (removal of references to StB site)

Introduction

Little Owls recognises that the use of CCTV has become a common feature of our daily lives and while its use is generally accepted, CCTV operators have certain duties and responsibilities to those whose images are caught on camera. Little Owls complies with the Information Commissioners CCTV Code of Practice to ensure it is used responsibly and in accordance with legislation.

The use of CCTV and the associated images is covered by the Data Protection Act 1998.

This policy outlines Little Owls use of CCTV and how it complies with the Act and is associated with our Data Protection policy, the provisions of which should be adhered to at all times.

Little Owls is securely monitored by CCTV surveillance systems. The Manager of the site is responsible for ensuring compliance with this policy.

Purpose

The purpose of installing CCTV is to assist in ensuring a safe and secure environment for the benefit of children in our care, staff, parents/carers and visitors. This will be achieved by monitoring the system to:

- Assist in the overall security of individuals, premises and equipment.
- Ensure high standards of care are maintained
- Increase learning opportunities for staff; reviewing staff interaction with children where appropriate for example
- Facilitate the identification of any incident which may necessitate disciplinary action being taken against a staff member and assist in providing evidence to the Manager
- Facilitate the investigation of any accident or incident that may warrant scrutiny
- Facilitate the investigation of any allegation made against a member of staff
- Act as an effective deterrent against criminal activity, such as vandalism and theft
- Reducing the threat of a child being abducted
- Deter those having criminal intent

The System - Mannamead

Comprises 7 fixed position cameras, a monitor, digital hard drive recorder and a public information sign.

Cameras are located at strategic points on the site and are used to monitor internal and external activity. There is one external camera covering the garage area and

one external camera covering the corner of the pre-school building (but not the entrance).

Signs are prominently placed at the entrance of the site to inform staff, children, parents and visitor that a CCTV installation is in use.

The system is owned and operated by Plymouth Deaf Association. All Trustees of Plymouth Deaf Association hold their own Enhanced DBS.

Retention and Access

Recording Digital recordings are made using a digital video recorder operating in real mode, monitoring the site continuously 24 hours a day. Images will normally be retained for one month from the date of recording and they will then be automatically overwritten.

Viewing of recorded images of CCTV will be restricted to the Management and/or Trustees of Little Owls Pre-School, accompanied by the Operator, The Trustees of Plymouth Deaf Association, within their private offices and also to those staff who need to have access in accordance with the purposes of the system.

The system **will not** be used to provide images for the world-wide-web or record any sound.

References

<https://ico.org.uk/media/for-organisations/documents/1542/cctv-code-of-practice.pdf>

<https://primarysite-prod-sorted.s3.amazonaws.com/victoria-road-primary-school/UploadedDocument/c6c968fb1c5b4c23a45d9628faa2b14a/cctv-policy-guidance.pdf>