

# Egg Day Nursery

## CCTV

### 1. Introduction

Egg Day Nursery operates a CCTV scheme within the Nursery environment.

The scheme's overall aim is to provide a safer and more secure environment for the benefit of children, parents and staff.

### 2. CCTV Policy Applicable to the Nursery

- 2.1 Notices are permanently displayed at key locations to indicate that a CCTV monitoring system is in place.
- 2.2 The CCTV cameras monitor the exterior of the building continuously.
- 2.3 The nursery recognises the importance of providing and maintaining a safe environment for children, parents and staff members at Egg Day Nursery, while providing a rich and resourceful teaching aid for Early Years students. CCTV is in operation within the play rooms plus the sleep room of Egg Day Nursery.
- 2.4 The use of CCTV provides:
  - 2.4.1 Safety and security for children, parents and staff;
  - 2.4.2 Security of premises and equipment;
  - 2.4.3 Increased learning opportunities for Early Years students and staff.
- 2.5 The following procedures will be carried out to ensure the safety of the children:
  - 2.5.1 Written acknowledgement of the CCTV will be sought from all parents;
  - 2.5.2 All staff will follow the clear guidelines laid down;
  - 2.5.3 Only staff and students who have been fully cleared (CRB) will have access to images;

- 2.6 Signs declaring the use of CCTV will be displayed throughout the nursery and staff members must be aware that any incident of malpractice seen through the CCTV monitor may be used as evidence in a disciplinary procedure. All new staff members will be informed of the CCTV operation during their induction. Images will be automatically recorded for 14 days onto a hard disk, after which they will be over-written.
- 2.7 If all parties involved are in agreement, any examples of 'good practice' will be permanently recorded on disk. These will be stored in a locked cupboard in the Nursery Manager's office and a booking system operated.
- 2.8 Consultation between staff members, parents and Egg Day Nursery management over the use of CCTV will be undertaken and regular monitoring and review of use will be implemented. The CCTV system has been registered in accordance with The Data Protection Act.

This Policy was adopted by Egg Day Nursery on (date): 21/09/2010

Reviewed \_\_\_\_\_

Signed by: BRWhite

Position: Business Manager