

CCTV and Monitoring Policy

Introduction

Little Gregs pre-school is monitored by a secure CCTV surveillance system. The pre-school manager is responsible for the operation of this system and for ensuring compliance with this policy and all relevant data protection legislation.

We recognise that the use of CCTV systems has become a common feature of our daily lives and while its use is generally accepted, CCTV systems have certain duties and responsibilities to those whose images are caught on camera.

The pre-school complies with the Information Commission Office Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its continued use.

The use of CCTV and the associated images is covered by the Data protection Act 2018 and GDPR. This policy outlines the pre-schools use of CCTV and how it complies with the Act and is associated with the pre-schools Data Protection policy, the provisions of which should always be adhered to.

CCTV and Monitoring – Blink Doorbell.

Little Gregs Pre-school main gate is securely monitored by a doorbell camera system. This has been in place since November 2023.

The System comprises of a fixed position blink doorbell on the main pre-school gate, digital software recorder on the office iPad and 1 public information sign. The position of the blink doorbell, is facing down the path of the entrance to the gate. No CCTV is hidden from view and all will be prevented from focusing on areas of private accommodation. The sign is placed next to the blink doorbell to inform staff, children, parents and visitors that the doorbell camera is in operation. The digital recorder and single effectiveness of the limited system it is not possible to guarantee that the system will detect every incident taking place on the site.

Purpose of the System

The system has been installed by the pre-school with the primary purpose of monitoring

- Get alerts when motion is detected or someone presses the video doorbell in live time
- Office staff can speak to unknown visitors' safety within the pre-school building
- Staff interactions with children and parents and drop off and collection times
- Reduce the risk of children abduction
- Damage to the site
- Theft

- Assist in the prevention and detection of crime
- Helping ensure the safety of all the users, staff, children, parents and visitors, consistent with the respect of the individual privacy
- Deter those having criminal intent.

Recording

Digital recordings are made using a digital video recorder operating in real mode, monitoring the pre-school gate continuously 24 hours a day, 7 days a week. Images will normally be retained for 28 days from the date of the recording and they will then be auto deleted from the cloud clip storage software.

Access

The system **will not** be used to provide images for the internet or media sharing platforms. Only the setting manager and deputy have access to retained CCTV images. If an instance arises where the CCTV images need to be reviewed to prove or disprove an allegation or incident, this is the responsibility of the setting manager who will share the images with the police, social care or Ofsted to assist with an official investigation if required. A record is retained, containing the date of the incident/allegation; brief description of the incident/allegation – with reference to related safeguarding forms; who the footage was viewed by, date viewed and action taken – and counter signed by senior management. Images may also be requested by the directors for the purpose of conducting an investigation into an incident.

CCTV and Monitoring – Inside Main Building.

Hik-vision CCTV system 6MP

The system comprises of 4 cameras in fixed locations. 1 is located within the entrance hall facing the door, 3 located in the open plan classroom. No cameras are hidden, and none are placed in private areas such as toilets or nappy-changing facilities. Clear signage is displayed at the entrance and exit point, informing staff, parents, children, and visitors of CCTV usage.

The system consists of

- Fixed-position cameras
- A digital hard drive recorder
- A monitor
- Public Information Sign

Please note: Due to the limited scope of the system, it may not capture every incident occurring on-site.

Purpose of CCTV use

The primary objectives of the CCTV system are to:

- Monitor staff interaction with children
- Ensure children are cared for appropriately
- Support investigations into incidents or concerns, including disciplinary action where necessary
- Reduce the risk of children abduction
- Prevent and investigate damage to property or theft
- Enhance safety and security for children, staff, parents and visitors
- Assist in the detection and prevention of crime
- Deter potential criminal behaviour

CCTV may also support staff by providing visual evidence when events are not directly observed, such as

- Reviewing the circumstances of accidents or injuries
- Enhancing the accuracy of reports for parents/carers or external professionals
- Supporting observations of children's behaviour and development

Use Restrictions

- Images will not be streamed online or shared publicly
- This is not a "webcam" system – parents do not have access to CCTV footage.

Recording and Retention

The digital recorder operates 24 hours a day, 7 days a week. Recordings are stored for a period of one month after which they are automatically overwritten unless required for investigation.

Access and Viewing

Access to CCTV footage is restricted to:

- The pre-school manager (within the secure office)
- Designated staff, when necessary for specific purposes outlined above.

All access is logged and monitored. Footage is only viewed when necessary and is kept confidential.

If an instance arises where the CCTV images need to be reviewed to prove or disprove an allegation or incident, this is the responsibility of the setting manager who will share the images with the police, social care or Ofsted to assist with an official investigation if required. A record is retained, containing the date of the incident/allegation; brief description of the incident/allegation – with reference to related safeguarding forms; who the footage was viewed by, date viewed and action taken – and counter signed by a senior member of staff. Images may also be requested by the directors for the purpose of conducting an investigation into an incident.

Shared site CCTV – St Gregorys Primary School

St Gregory's Catholic Primary School have CCTV at the main school gate, please refer to Our Lady of the Magnificat Multi-Academy Company 'CCTV Policy'.

Compliance and Review

Legal Basis

Human Rights Act 1989

Data Protection Act 1998

GDPR 2018

Guidance

Surveillance Camera Code of Practice 2022

This policy will be reviewed annually or sooner if legislation changes or operational needs require it. Compliance with this policy is mandatory for all staff.

Policy written by – Sarah Wilkes – Pre-school Manager – 24/11/2023

Updated 14/08/2026