**CCTV Policy and Procedures**

**Purpose**

The purpose of the CCTV system in the nursery is for the security of the children, staff, visitors and volunteers.

**Deployment of System**

The system is owned by the charity and would only leave the building for any maintenance, which would be carried out by a reputable company.

The monitor is situated in the Reception area and the recording device is placed in a secure area.

The device records for one month then rewrites over the previous recording.

Only the management at the nursery can operate the viewing of the recordings.

The cameras are situated in areas around the nursery to support the safety of the children and staff in our care.

There are 9 cameras throughout the setting, positioned specifically to protect those who use the setting.

There are no cameras in the toilet areas and changing mats are in a discreet area ensuring privacy is maintained.

There are prominent notices displayed at the entrances to the building to inform individuals that there is continuous CCTV recording on the premises.

**Usage**

CCTV is used as a tool for training. Room Leaders can monitor the running of the room and make changes to the flow if necessary. Staff can review a previous activity in real time to see why it worked well, or not, and adjust it if necessary.

It is used for observations to support SEN, gathering evidence for keyworkers and the SENDco.

The cameras provide information on incidents. Footage can be rewound to support the child/children and staff with behaviour strategies.

It is used in the prevention of accidents. Accidents can be viewed and procedures put in place to prevent future occurrences.

It is used to reassure parents when their child is upset. They can see how quickly they settle with their keyworker before leaving.

CCTV can trace a child’s belongings if they are mislaid. Especially those comforters that are so special to the child.

The nursery management use it for quality monitoring purposes along with staff performances as unplanned observation to ensure children’s learning and development standards are maintained.

Any CCTV recording will be made available to the police and other relevant authorities without the permission of parents/carers if requested for child protection reasons.

The Trust aims to maintain its standards with regular reviews of its practices, and safety measures. CCTV is one of the methods used.

Reviewed March 2022