



1e. Camera, mobile phone and recording device use

EYFS: 3.4

At Abbeydale Cottage Nursery we recognise that photographs and video recordings play a part in the life of the nursery. We ensure that any photographs or recordings (including CCTV) taken of children in our nursery are only done with prior written permission from each child's parent. We obtain this when each child is registered, and we update it on a regular basis to ensure that this permission still stands.

We ask for individual permissions for photographs and video recordings for a range of purposes including use in the child's learning journey; for display purposes; for promotion materials including our nursery website, brochure and the local press; and for security in relation to CCTV. We ensure that parents understand that where their child is also on another child's photograph, but not as the primary person, that may be used in another child's learning journey.

If a parent is not happy about one or more of these uses we will respect their wishes and find alternative ways of recording their child's play or learning.

Staff are not permitted to take photographs or recordings of a child on their own cameras, mobiles or other devices and may only use those provided by the nursery. The nursery manager will monitor all photographs and recordings to ensure that the parent's wishes are met.

Parents are not permitted to use any recording device or camera (including those on mobile phones) on the nursery premises without the prior consent of the manager.

During special events, e.g. Christmas or leaving parties, staff may produce group photographs to distribute to parents on request. In this case we will gain individual permission for each child before the event. This will ensure all photographs taken are in line with parental choice. We ask that photos of events such as Christmas parties are not posted on any social media websites/areas without permission from parents of all the children included in the picture.

CCTV

We use CCTV for the purpose of **crime prevention, personal security, safeguarding, health and safety and monitoring of staff performance in relation to executing their roles, responsibilities and statutory duties.**

CCTV cameras are used in accordance with the Data Protection Act 2017. They are located at: the entrance to the nursery (covering car parking spaces), reception, corridors, classrooms, staff room, office, outdoor play area and soft play.

The camera records over a period of 24 hours, 7 days a week, on a 2-week cycle. Images are automatically deleted after 2 weeks.



A sign will be displayed at the entrance to the nursery detailing: the purpose/s for which the surveillance is being carried out and the identity and contact details of the nursery.

Images will not be kept for longer than is necessary to achieve the purpose of this policy. Images of CCTV system will be recorded and kept for a minimum of 2 weeks. The images will be automatically deleted by the system. Any footage that shows a crime will be kept if it is needed to undertake criminal proceedings.

Only authorised personnel will be able to access CCTV footage and will sign a record book to acknowledge the date, time and purpose of viewing any images.

CCTV footage will only be disclosed to the police as part of a criminal investigation, or relevant court proceedings. CCTV footage will not be disclosed to any unauthorised third party.

An individual can make a request to view CCTV footage under s 37 of the Data Protection Act 2017. Individuals whose images are recorded have a right to view the CCTV images/footage about themselves and to be provided with a copy to them. If there are other identifiable people in the footage, we will protect those people's privacy, for instance by masking other individuals on the footage.

If a controller refuses to take action on the request of a data subject (individual), it shall, within one month of the receipt of the request, inform the data subject in writing of the reason for the refusal and on the possibility of lodging a complaint with the Commissioner.

Contact details: helpline 0303 123 1113 <https://ico.org.uk/make-a-complaint/>

PROCEDURES TO HANDLE INCIDENTS

Staff can report incidents that fall within the purpose of this policy and which may be captured on CCTV, to a member of the management team. Before a decision is made to view relevant footage, a manager will establish whether the incident being reported falls within the remit of this policy and can therefore be viewed. The decision will be recorded in writing.

Incidents captured in line with the purpose of this policy will be acted upon by the management team only.

Any person associated with the organisation who are in breach of the CCTV policy will face disciplinary action.

This policy was adopted on	Signed on behalf of the nursery	Date for review
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<i>September 2015 Amended 2019</i>		<i>Annually</i>
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