



CCTV Safety Monitoring & Recording Policy (Video Only)

At Little Explorers, we understand that the use of CCTV in early years settings can raise varied opinions. While some see it as a valuable tool for enhancing safety and promoting best practice, others may view it as potentially intrusive. We have carefully considered all perspectives, including the legal framework, sector guidance, and feedback from other settings that have implemented safety monitoring systems.

After thorough consultation and risk assessment, the decision to implement indoor and outdoor safety monitoring at Little Explorers has been made to support our commitment to the highest standards of safeguarding, safety, and quality practice.

Purpose

We use CCTV to:

- Safeguard children, staff and visitors and investigate incidents/accidents;
- Protect nursery property; and
- Support reflective practice (planning, monitoring and improving practice).
CCTV is not used for routine performance monitoring.

Employment law, privacy and fair use (staff)

This policy is intended to comply with the legal framework in England and Wales. We recognise that CCTV may capture staff while they are working. Our approach is designed to be lawful, necessary and proportionate, and to support fair workplace practices. We process CCTV footage in accordance with UK GDPR and the Data Protection Act 2018 and apply the following principles:

- Staff are informed about CCTV use, the purposes for it, and retention periods through this policy and appropriate signage.
- We only use footage where there is a clear and legitimate reason (for example, safeguarding, health and safety, security, or investigating a specific incident/complaint). We will consider less intrusive options first.
- CCTV will not be used for routine or continuous performance management. Where footage is relevant to an employment matter, it will be handled under our HR procedures and used alongside other evidence.
- Any decision that affects a staff member (for example, disciplinary action) will follow a fair process, including giving the staff member an opportunity to respond in line with our procedures.
- We will not target monitoring at individuals in a discriminatory way and will take account of our equality duties when using or reviewing footage.

System & placement

- Fixed cameras operate inside learning spaces and in external areas.

- Cameras are not sited in toilets, nappy changing areas, staff rooms, or anywhere that could compromise personal dignity.
- Signage at entrances and within the setting clearly states that CCTV recording is in operation.

Recording & retention

- **Indoors:** continuous video only recording to allow legitimate look back for incidents and safeguarding. Retention: 21 days, then automatic deletion unless preserved for a specific investigation.
- **Outdoors:** continuous video only recording. Retention: 30 days, same preservation rules.
- Preserved footage is deleted as soon as it's no longer required.

No audio recording

- Our CCTV records images only. No audio is captured anywhere on site. Microphones are disabled/not installed. Audio recording is not permitted under this policy.

Access, disclosure & audit trail

- Access limited to Authorised Personnel (Owner/Manager, DSL/Deputy DSL, Data Lead).
- All viewing/exporting is logged (date/time, camera, purpose, authoriser, outcome).
- Disclosure only when necessary and lawful (e.g., police, insurers, safeguarding partners) with appropriate safeguards.

Use relating to staff

- Footage may be reviewed where necessary to address a specific incident, complaint, safeguarding concern, or health and safety/security issue. Any review will be limited to the relevant timeframe/cameras and carried out by authorised personnel. Footage may be used as part of an HR process only where it is relevant and lawful, and it will be considered alongside other evidence in accordance with our procedures to ensure a fair process. Covert monitoring is not carried out as a routine measure and would only be considered in exceptional circumstances (for example, where there are reasonable grounds to suspect serious wrongdoing) and where lawful, strictly time-limited, and authorised at senior level with appropriate documentation.

Individuals 'rights

- Anyone captured may make a Subject Access Request (SAR). We respond within one calendar month. Where footage includes other individuals, we may need to edit (for example, by blurring) or restrict disclosure to protect children and others' rights, and in some cases we may provide alternative information where this is more appropriate. Staff may also request that relevant footage is preserved while an investigation is ongoing (subject to our retention and legal obligations).
- SARs: Data Lead: Nursery Manager - littleexplorers@mail.com / 01823 211700

Security & governance

- Footage stored on encrypted systems with role based access and automatic deletion schedules.
- We maintain an annual DPIA for CCTV and review this policy annually or after system changes.
- We are registered with the ICO and follow UK data protection law.
- Authorised personnel receive appropriate guidance/training on handling and disclosing CCTV footage, including confidentiality and fair handling in staff matters.

Queries and Concerns: If you have any questions or would like to discuss any aspect of our CCTV usage, please speak with a member of the nursery management team.

(Please refer to our CCTV Policy and Data Protection Policy for further details.)

This policy was adopted on	Reviewed
24/01/2022	1 st May 2026