



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.

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 only in response to a specific incident, complaint, safeguarding or Health and Safety concern and used alongside other evidence under our HR procedures. No continuous staff monitoring.

Individuals' rights

- Anyone captured may make a Subject Access Request (SAR). We respond within one calendar month, providing footage where feasible and subject to redaction/blurring and safeguarding constraints.
- 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.

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 | Signed on behalf of the nursery | Reviewed |
|----------------------------|---------------------------------|---------------------|
| 24/01/2022 | groberts | 22nd September 2025 |

Version 2.0 — updated 22 September 2025 by Gemma Roberts to introduce indoor CCTV video recording (no audio) for safeguarding/incident review. Staff consulted; DPIA updated; approved by Management. Effective: 22/09/2025.