



**PELICAN**  
**CHILDRENS CENTRE**

66 Saltash Road,  
Keyham, Plymouth, PL2-1QS

[www.pelican-childcare.co.uk](http://www.pelican-childcare.co.uk)

# CCTV policy and procedures

## **Policy Statement**

### **Introduction**

The purpose of this policy is to state how our establishment deals with the requirement of the law, particularly the Data Protection Act 1998, in respect of our use of the Closed Circuit T.V. system in the centre.

The purpose of the CCTV system is for the security of the premises, the prevention, detection and investigation of criminal activity, trespass and vandalism and the safety of the children, staff and visitors to the centre. Static and remotely operated cameras enable this purpose.

### **Our Policy**

1. To inform all who come onto the Nursery that CCTV is in use.
2. To ensure the prevention of intrusion of privacy for immediate neighbours.
3. To keep images from CCTV secure and controlled by authorised personnel.
4. To maintain all CCTV equipment in working order.
5. To manage the output in a responsible way having quality control and replacement arrangements.
6. To provide retention of images within the stated purpose only.
7. To state the manner and means of destroying stored images.
8. To comply with the "Freedom of Information Act 2000".

## **Arrangement Procedures**

The following arrangements are in place in order to meet the aims of the policy;

1. All users of the centre will be notified of the use of CCTV by appropriate signage throughout the centre.
2. All cameras views of the centre premises that also take in the neighbouring houses and gardens only reveal the desired viewpoint. This will apply no matter which camera function is employed. This can be viewed on request to the centre manager.
3. The images that are recorded will be held in a secure location on the systems server and can only be accessed by those authorised to do so.
4. The secure location for viewing live images and remote control access will be in the Office and available to senior staff.
5. Within the purpose of the CCTV system such images may be shared with the police enforcement agency if deemed necessary by the centre manager.
6. The images will be digitally recorded on a rolling programme of 31 days. Unless required for evidence purposes, this retention will automatically overwrite the oldest image.
7. Any retention of images kept on the server will be kept until they are no longer required then overwritten in the normal way.

## **User Responsibilities**

All user staff have the following responsibilities

To uphold the arrangements of this policy.

To handle image/data securely and responsibly, within the aims of the policy.

Staff need to be aware that they could be committing a criminal offence if they misuse CCTV images.

To uphold the recorded procedure for subject access requests.

To report any breach of procedure to the Centre Manger.

To attend training/refresher sessions as required.

This policy was adopted at a meeting of The Board of Trustees at Pelican Children's Centre

Held  
on.....

Date to be  
reviewed.....

Signed on behalf of the board of  
trustees.....

Name of  
signatory.....

Role within the  
centre.....