



Bright Sparks Childcare

CCTV Policy

Policy Statement:

At Bright Sparks Childcare, we are committed to ensuring the safety and security of all children, staff, parents, and visitors. The use of Closed-Circuit Television (CCTV) is an integral part of our safeguarding measures. This policy outlines the purpose, management, and operation of our CCTV system in compliance with the Data Protection Act 2018, UK General Data Protection Regulation (UK GDPR), and the Information Commissioner's Office (ICO) CCTV Code of Practice.

Legal Framework:

This policy is guided by the following legislation and statutory guidance:

- Children Act 1989 & 2004
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- Information Commissioner's Office (ICO) CCTV Code of Practice
- Working Together to Safeguard Children 2023
- Keeping Children Safe in Education 2024
- Early Years Foundation Stage (EYFS) Statutory Framework 2024 (effective from 1st September 2024)

Purpose of CCTV:

The primary objectives of our CCTV system are to:

- Enhance the safety and security of children, staff, parents, and visitors
- Monitor staff interaction with children to ensure high standards of care
- Support investigations into incidents or concerns, including disciplinary action where necessary
- Prevent and investigate damage to property or theft
- Assist in the detection and prevention of crime
- Deter potential criminal behaviour

System Description:

Our CCTV system comprises fixed-position cameras strategically located throughout the premises. No cameras are hidden, and none are placed in private areas such as toilets or nappy-changing facilities. Clear signage is displayed at all entrance and exit points, informing staff, parents, children, and visitors of CCTV usage.

Recording and Retention:

- The digital recorder operates 24 hours a day.

- Recordings are stored for a period of 30 days, after which they are automatically overwritten unless required for investigation.
- Images may be saved for longer periods in relation to safeguarding allegations or concerns and shared with relevant authorities if required.

Access and Viewing:

- Access to CCTV footage is restricted to the Nursery Manager and designated staff members within the secure office.
- The Owner may have secure remote access for out-of-hours monitoring of site security.
- All access is logged and monitored.
- Footage is only viewed when necessary and is kept confidential.

Use Restrictions:

- The system does not record audio.
- Images will not be streamed online or shared publicly.
- This is not a “webcam” system - parents do not have access to CCTV footage.

Data Protection and Privacy:

We recognize that images are sensitive material and are subject to data protection legislation. We comply with the ICO's CCTV Code of Practice to ensure responsible use and safeguard trust and confidence in its continued use.

Review of Policy:

This policy will be reviewed annually or in response to changes in legislation or guidance to ensure it remains effective and up to date.

Signed: Mandy Coath June 2025.

Review Date: June 2026