

# 8 CCTV Policy

Chigwell and Hainault Nursery is securely monitored by a CCTV surveillance system. The United Synagogue in collaboration with the Nursery Manager is responsible for the operation of the system for ensuring compliance with this policy.

We recognise that the use of CCTV has become a common feature of our daily lives and while its use is generally accepted, CCTV operators have certain duties and responsibilities to those whose images are caught on camera.

The Nursery complies with the Information Commissioners CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its continued use.

The use of CCTV and the associated images is covered by the Data Protection Act 2018 and GDPR. This policy outlines the nursery's use of CCTV and how it complies with the Act and is associated with the Nursery's Data Protection policy, the provisions of which should always be adhered to.

**The System** comprises of fixed position cameras, monitors, digital hard drive recorder and public information signs. Cameras are located at strategic points on the premises. No camera is hidden from view and all will be prevented from focusing on areas of private accommodation such as toilets and nappy changing areas. Signs are prominently placed at the entrance and exit points of the site to inform staff, children, parents and visitors that a CCTV installation is in use. The digital recorder and effectiveness of the system it is not possible to guarantee that the system will detect every incident taking place in and around the site.

## **Purpose of the System**

the system has been installed by the Synagogue with the primary purpose of monitoring

- Deter those having criminal intent
- Damage to the building
- Theft
- Staff interaction with children
- Assist in the prevention and detection of crime
- Helping ensure the safety of all the users, staff, children, parents and visitors, consistent with the respect for the individual's privacy
- Ensuring children are appropriately cared for
- Facilitate the identification of any activities/event which might warrant disciplinary proceedings being taken against staff and assist in providing evidence to the Nursery Manager
- Reducing the threat of a child being abducted

Although staff are well positioned around the rooms, sometimes, things can get missed, this could be because the staff are dealing with another situation or engaged in an activity or conversation with another child. The CCTV can also be used to assist staff if something may have been missed, e.g accident or injury or even details for an observation outdoors. This allows any information that may

need to be handed over to parents/carers and/or other professionals with as much accuracy as possible.

The system **will not** be used to provide images for the internet or record any sound.

### **Recording**

Digital recordings are made using a digital video recorder operating in real mode, monitoring the site continuously 24 hours a day. Images will normally be retained for 7 days from the date of the recording and they will then automatically overwritten.

### **Access**

Viewing of the recorded images of CCTV will be restricted to the Chairman of the Synagogue, Synagogue Administration and Nursery Manager within the office, also to those staff who need to have access in accordance with the purpose of the system such as our security guard and the CST (Community Security Trust). This is not a “webcam” facility; parents will not have access to view recordings.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
24/1/2024	<i>Melanie Kaye</i>	24/1/26