

0.1 Health and safety procedures

01.22 Closed Circuit Television (CCTV)

Our Approach

At Peekaboo, we use CCTV to help keep children, staff, parents, and visitors safe.

CCTV also helps protect the setting from theft, damage, or incidents.

It is used only for safety, security, and safeguarding purposes, and never for general monitoring of staff or children.

Our CCTV use follows the Surveillance Camera Code of Practice (Home Office) and all relevant privacy laws (see end of policy).

Why We Use CCTV

We use CCTV to:

- support safeguarding and child protection
- help keep everyone on the premises safe
- protect the building and outdoor areas
- help investigate serious incidents, concerns or allegations
- support police or safeguarding agencies if required

CCTV is never used casually or without purpose.

Protecting Privacy

We respect everyone's right to privacy under the Human Rights Act and Data Protection laws.

This means:

- CCTV is only used in public areas like reception and group rooms
- Cameras are not placed in bathrooms, nappy changing areas, or private staff only areas
- Use of CCTV is reviewed at least once a year

Transparency

We make sure everyone knows CCTV is in use:

- Signs are displayed at the entrance and around the building
- This policy is available for parents, visitors, and staff
- Questions or concerns can be raised with the setting manager
- Complaints follow the usual 10.2 Complaints Procedure

Who Manages the CCTV?

The setting manager is responsible for:

- day-to-day operation
- reviewing footage when needed
- keeping images secure
- ensuring only authorised people access footage

Only the setting manager and deputy manager can view CCTV footage, and only for a legitimate reason.

We also keep records of:

- the CCTV system and its locations
- who is authorised to access footage
- how parents and visitors are informed
- camera maintenance information

How Long Footage Is Kept

- CCTV images are kept for up to 2 weeks
- After 2 weeks they are automatically deleted
- Footage is kept longer only if:
 - there is an incident, accident, complaint or allegation
 - the police, Ofsted, or social care request it
 - an official investigation is taking place

Access to Footage

Access is strictly controlled.

Footage may be viewed:

- to investigate an incident
- to respond to an allegation
- to support official investigations (police, Ofsted, social care)

Footage is not shared with parents unless it is necessary to resolve an allegation or safeguarding matter.

We keep a record of:

- the incident
- camera locations used
- who viewed the footage
- date viewed and actions taken
- any safeguarding references

Requesting Access to CCTV

Parents or individuals can request access in writing to the setting manager.

However, the manager may refuse a request if:

- sharing the footage risks someone's privacy
- it may affect an investigation
- it could impact detection or prevention of a crime

If a request is refused:

- reasons are given in writing
- a record is kept
- images are preserved until the issue is fully resolved

Security of Images

CCTV footage is kept secure at all times.

The setting manager ensures:

- no unauthorised person can access images
- data is stored safely and legally
- staff understand their responsibilities under Record Keeping Procedures (Section 07)

Reviewing & Auditing

CCTV use is reviewed at least once a year.

We check:

- is CCTV still needed?
- are we using it lawfully and safely?
- do we meet the EYFS safeguarding and welfare requirements?

Using CCTV for Investigations

If an incident occurs:

1. CCTV footage is reviewed only by authorised staff
2. Findings are shared with the line manager
3. Safeguarding procedures (Section 06) are followed if needed
4. Police, Ofsted or Social Care may be shown footage if appropriate
5. A full written record is kept

At all times, the safety and privacy of children comes first.

Legal Basis

We use CCTV in line with:

- Human Rights Act 1998
- Data Protection Act 1998
- Protection of Freedoms Act 2012
GDPR 2018
- Early Years Foundation Stage (EYFS 2024) Safeguarding & Welfare Requirements

Guidance

Surveillance Camera Code of Practice (Home Office 2013, updated 2021)

<https://www.gov.uk/government/publications/surveillance-camera-code-of-practice>