

Wellesley Avenue, Goring by Sea, West Sussex BN12 4PN

March 2023

CCTV

Policy statement

Kamelia Kids is securely monitored by a CCTV surveillance system. We recognise that 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 Trustees and Senior Management team have overall responsibility for the data protection and the implementation of this policy. The Nursery Operations Director is responsible for the development and operation of the surveillance camera system and for ensuring compliance with this policy. An annual audit and review of this policy and including the use of a surveillance camera system will be conducted.

Procedures

- The nursery will adhere to the SSAIB codes of Practice (CCTV) Guidance Amended Surveillance Camera Code of Practice and implement the 12 guiding principles through this policy.
- The use of CCTV and the associated image is covered by Kamelia Kids GDPR policy and procedures and the 'data protection code of practice for surveillance cameras and personal information'.
- This policy is shared with parents and carers and available on our website.
- Any concerns or complaints, follow the nursery complaints policy, about the use of surveillance camera systems should be directed to the Nursery Operations Director, by email NurseryOperationsDirector@kameliakids.org.uk
- It is our practice to communicate this policy and procedures to all staff and is part of their induction. There is ongoing professional training and development of all system users.

The system

- The installation and maintenance of a surveillance camera system is carried out by Invader Security Solutions Ltd, www.invadersecurity.co.uk
 - The equipment for the system complies with the relevant sections of the British Standards, BS EN50132-1&7 and SSAIB codes of Practice (CCTV).
 - Camera 1 - 23 Camera: White IP 5MP Turret Day/Night - Providing Night Vision in monochrome at low light Lens: 2.8mm Fixed. 30m IR Resolution 5MP Power POE Sensitivity 0.0 Lux with IR on
 - Camera location: 1 Outside entrance (TIOC); 2 Lobby area; 3 Carpark area (front); 4 Carpark area (side) (TIOC); 5 Wildlife beach garden 1; 6 Wildlife beach garden 2; 7 Pre School garden 1; 8 Pre School garden 2; 9 Daisy garden; 10 Sensory & Wellbeing garden; 11 Poppy garden (TIOC); 12 Community garden; 13 Daisy room; 14 Rose room; 15 Sunflower room; 16 Poppy room; 17 Lily room; 18 Lavender room; 19 The Ivy room; 20 Bluebell room; 21 Snowdrop room; 22 Primrose room; 23 Laundry Yard (TIOC).
 - Recorder: Type NVR Plus 24 Ch POE Switch Channels 32 Hard Drive 16TB.
 - Record Duration: 21 Days at 15FPS.
 - Recorder location: In main office, in a locked cupboard, Monitor Resolution 1080P Size 32".
 - Monitor location: In main office on wall bracket Monitoring Via APP Network
 - Cameras are located at external points of the nursery: at the front entrance area and staff car park.
 - No camera is hidden from view, and all will be prevented from focusing on our neighbour's houses
- All users of the nursery will be notified of the use of CCTV by appropriate signage that are in prominently displayed places.
- The digital recorder and single effectiveness of the limited system does not guarantee that the system will detect every incident on the nursery site.

The purpose of the system

The primary purpose of the CCTV system is to monitor:

- The security of the premises internally and externally.
- The health and safety and safeguarding of the children, their families, staff, and visitors.
- The prevention, detection, and investigation of criminal activity. • The trespass and vandalism or damage to the building.
- Theft.
- The system will not be used to provide image or sound for social media or the world wide web.
- Safeguards are in place so that cameras are not in spaces or covering where personal care needs are carried out, e.g., children toileting or nappy changing, and in staff/visitor toilets/areas.

The CCTV system will support the Nursery Operations Director and Deputy Nursery Managers to monitor:

- Staff interactions with children.
- Increase learning opportunities for staff.
- Facilitate the identification of an incident which may necessitate action being taken including establishing evidence of concerns or allegations to provide evidence should it lead to an investigation

Access

- To safeguard against unauthorised access and use, viewing of the recorded images and information is restricted to the Nursery Operations and Deputy Nursery Managers, within a secure office.
- Although images and other information should not be kept for longer than necessary to meet the purposes for recording them, on occasions, there may be a need to retain images for a longer period, for example where a law enforcement body is investigating a crime, to give them the opportunity to view the images as part of an active investigation.
- Disclosure of images or information may be appropriate where data protection legislation makes exemptions which allow it, provided that the applicable requirements of the data protection legislation are met, or where permitted by other legislation such as the Counter Terrorism Act 2008.
- This is not a 'webcam' facility; parents/carers will not access to view recordings.

Legal framework

SSAIB codes of Practice (CCTV) Guidance Amended Surveillance Camera Code of Practice (Updated March 2022) Amended Surveillance Camera Code of Practice (accessible version) - GOV.UK (www.gov.uk) UK General Data Protection Regulation (UK GDPR) Data Protection Act 2018 (DPA 2018)

Further Guidance

The Information Commissioner Information Commissioner's Office (ICO)