



CCTV Policy

June 2020

Where a YMCA Childcare setting is monitored by a **CCTV** surveillance system,

The Childcare Manager and Deputy Childcare Manager is responsible for the operation of the system and for ensuring compliance with this policy.

Purpose of **CCTV**

CCTV has been installed to assist in ensuring a safe and secure environment for the benefit of children in our care, staff, parents/carers and visitors.

These purposes will be achieved by monitoring the system to:

- Assist in the overall security of individuals, premises and equipment.
- Facilitate any incident which may occur
- Act as an effective deterrent against criminal activity, such as vandalism

CCTV System

Cameras will be located both internally and externally at strategic points, essentially:

- Inside and outside the main childcare entrances
- Within each play area/room. NOT covering nappy change areas or bathrooms.
- The external playground Signs will be prominently displayed in key locations to indicate that a **CCTV** monitoring system is operating. Inside signage will be displayed in the Childcare reception to notify visitors of our system.

Although every effort has been made to ensure maximum effectiveness of the system, it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

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 four weeks from the date of recording and they will then be automatically overwritten.





CCTV Policy

June 2020

Access to Images

Viewing of recorded images of **CCTV** will be restricted to the Childcare Management team, and also to those staff who may lead an enquiry, in the absence of the Management team.

This is not a 'webcam' facility; parents will not have free access to view recordings.

Any viewing of CCTV should be recorded on the CCTV log, with the date and time of viewing, reason for viewing and whom the viewing was by.

CCTV and GDPR

Under GDPR Regulations YMCA Childcare will follow any guidance set by the ICO. We will complete a yearly audit which will keep us GDPR complainant as well as letting us know if there is still a need for CCTV within the setting. In the case of a GDPR breach we will contact the ICO immediately to notify of the breach and follow instructions given. YMCA Childcare will regularly check the ICO website for updates of GDPR regulation and adapt this policy where needed.

This policy was adopted on:	Signed on behalf of YMCA Childcare:	Date for review:
05.06.2020	A.Spence	04.06.2021

