

CCTV Policy

Reviewed by and Date: Philippa Vince (June 2022)

Designated Safeguarding Lead (DSL): Philippa Vince

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CCTV Policy Toucan Education operates a CCTV system within the environment internally and externally. The purpose and aim of this installation is to ensure the safety of children, parents/carers, staff, visitors and the property.

The internal CCTV system will be operating in the following areas:

- Entrance Coquet Street
- Entrance Stepney Bank
- Lower ground main room
- Stair well
- Ground floor main room
- Mezzanine
- Assessment / therapy rooms

These are not placed in nappy changing areas and bathrooms with respect for the individual's privacy. Cameras are also placed around the external walls of the building to monitor and record the surrounding areas of the setting. No cameras will be hidden from view. Signs will be prominently placed at strategic points and at the entrance to the building to notify staff, parents/carers, visitors and members of the public that CCTV installation is in use. 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.

The purpose of monitoring the system is to:

- Provide a safe and secure environment for children, parents/carers, staff and visitors
- Assist in the prevention and detection of crime or damage e.g. security of the premise and damage or theft of nursery property and equipment
- Facilitate in the investigations of any accidents or incidents to assist in providing evidence to Management
- Provide opportunities for staff training

The system will not be used:

- To provide recorded images for the web or social media
- To provide images for a third party, other than the Police or other professionals in the course of their enquiries.

Images are monitored and recorded to a DVR within a secure area of the Hub in strict accordance with this policy, twenty-four hours a day throughout the whole year in real-time mode. This can be accessed by only the CEO, Philippa Vince and Operations Director, Liam Vince, via remote or physical connection, again only if an incident or accident did occur which required footage. Images will normally be retained for 6 months (but may vary) on the DVR from the date of recording and then automatically overwritten. Any images required for a particular purpose or longer than this, will be transferred and stored securely on the drive's computer system, complying with GDPR procedures. This system will collect information that is classed as personal data, it is recognised that digital images are sensitive and subject to the provisions of General Data Protection Regulation (GDPR) 2018; Operations Director (Liam Vince) is responsible for the operation of the system and for ensuring compliance with this policy. All recorded data collected will be handled in strict accordance with this policy, procedures, the GDPR 2018.

Any disclosure of recorded material will only be made to third parties in strict accordance with the purposes of the system and is limited to the following authorities:

- Law enforcement agencies where images recorded would assist in a criminal enquiry/or the prevention of terrorism and disorder
- Prosecution agencies
- People whose images have been recorded and retained unless disclosure to the individual would prejudice criminal enquiries or criminal proceedings
- Emergency services in connection with the investigation of an accident Anyone who believes that they have been filmed by CCTV is entitled to ask for a copy of the data, subject to the prohibitions covered by the Data Protection Act.

They do not have the right of instant access; they must abide by the Data Protection procedures. A person whose image has been recorded and retained and who wishes access to the data must apply in writing to Toucan Education. If it is decided that an access request is not to be complied with, the reasons will be fully documented and the requester informed, whenever possible in writing, stating the reasons. All those captured in the footage must give permission for the recording to be shared. The Data Protection Act gives the Owners the right to refuse a request for a copy of the data particularly where such access could prejudice the prevention or detection of crime or the apprehension or prosecution of offenders. Toucan Education will then arrange for



viewing of the images and subsequent discussion of content. A review log will be kept, detailing the reason for review and/or disclosing images to a third party.