Little Elms CCTV and Intercom Policy

CCTV

Little Elms is securely monitored by a CCTV surveillance system. The Childcare managers are 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 setting 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 Little Elms use of CCTV and how it complies with the Act and is associated with our Privacy notice policy, the provisions of which should always be adhered to.

The System comprises of fixed position cameras, a monitor, 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 visitor that a CCTV installation is in use. The digital recorder and single effectiveness of the limited system it is not possible to guarantee that the system will detect every incident taking place on the site.

Purpose of the System

The system has been installed by the nursery with the primary purpose of monitoring

- Staff interaction with children
- 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
- Damage to the building
- Theft
- 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
- Deter those having criminal intent.

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. 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 between 28 days from the date of the recording and they will then be automatically overwritten.

Access

Viewing of the recorded images of CCTV will be restricted to the Childcare Managers within the office, also to those staff who need to have access in accordance with the purpose of the system. Out of nursery hours, the managers will have access to CCTV images via secure remote access to assist in maintaining the security of the premises. This is not a "webcam" facility; parents will not have access to view recordings.

Paxton Intercom Video System

Little Elms uses a Paxton Video Intercom System that is located at the front door. This system provides a paramount addition to the safeguarding off the children and staff on the premises and supports our intruder policy. No persons will be able to gain entry to the building without using the intercom panel.

Each play room, (Lady bird and Bumblebee) and the Management office will have their own entry monitor. There is a bell button for each playroom and the office on the control panel, by pressing the bell button to the room/ office the video intercom sends a live video feed from the camera to a display screen inside to the monitor. Staff can see and hear the person at the door through the display screen, the person outside can't see the staff member. To communicate with the person at the door, staff inside can use the intercom's microphone and speaker.

If all Members of staff do not recognise the visitor or they do not have an appointment, no staff member will go to the front door.

The intercom does not video record but once a bell button is pressed on the control panel a snap shot picture will be taken, These images are stored for 28 days on the system.

Viewing of the recorded images taken on the intercom system will be restricted to the Childcare Managers within the office, also to those staff who need to have access in accordance with the purpose of the system.

This policy outlines Little Elms use of the Paxton Intercom system and how it is associated with our Privacy notice policy, the provisions of which should always be adhered to.

Reviewed by Samantha Willers

Date: February 2026