



Scalliwags Pre-School CIO

CCTV and Recording Doorbell Policy (EYFS Updated - September 2025)

Policy Statement

At Scalliwags Pre-School CIO, we are committed to ensuring the privacy, security, and safeguarding of all children, families, staff, and visitors. This policy outlines our approach to the use of Closed-Circuit Television (CCTV) and camera doorbells within our setting, ensuring their use complies with data protection law and supports a safe and transparent environment.

Purpose of CCTV / Recording Devices

- CCTV or our camera doorbell are used solely for safety, security, and safeguarding purposes.
- The purpose includes monitoring entry and exit points, deterring unauthorised access, and protecting children, staff, and property.
- These devices are not used to monitor children's learning or behaviour
- The camera doorbell only gives live feed and does not record images.
- The CCTV in the garden is turned off during the setting's opening hours.

Location of Devices

- Cameras are positioned only at entrances or external areas.
- No recording devices are located in areas where children play, eat, sleep, or are changed.
- Devices will never be placed in areas that would compromise a child's privacy or dignity.

Use and Access of Footage

- Recorded footage is only accessed by the Executive Manager or an authorised individual when there is a legitimate safeguarding or security concern.
- Access to footage will be strictly controlled.
- If a concern arises, relevant footage may be shared with appropriate safeguarding authorities, such as Ofsted or the Local Authority Designated Officer (LADO), in line with our Safeguarding and Child Protection Policy.
- Parents may request access to footage in which their child appears, in line with Data Subject Access Request (DSAR) protocols.

Data Storage and Retention:

- Footage is stored securely and automatically deleted after a set period, typically no longer than 30 days, unless retained for a specific safeguarding or legal reason.
- Data storage is compliant with UK GDPR and the Data Protection Act 2018.

Scalliwags Pre-school CIO

The Nursery Unit, Paddock Wood Community Centre, Paddock Wood, Kent, TN12 6EB
The Village Hall, Bush Road, East Peckham, Kent, TN12 5LL
Registered Charity No. 1179340
Ofsted Registration Nos. 2831937 and 2686577



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Parental Consent and Notification

- Signage is clearly displayed informing all visitors that CCTV is in operation.

Children's Privacy and Protection

- The use of such devices will not compromise the dignity, rights, or personal privacy of the children in our care.
- Devices will not be used for live streaming or sharing of images on any personal or public platform.

Visitor Guidance

- Visitors are informed of CCTV or camera recording devices upon arrival and via signage.
- Recordings are only reviewed in line with safeguarding or operational needs.

Staff Training and Responsibilities

- Staff understand the importance of protecting data and upholding privacy regulations.

Alignment with EYFS 2025 Changes

This policy supports the EYFS 2025 emphasis on safeguarding and privacy, ensuring that all recording technologies used in the setting adhere to robust data protection principles and are implemented only where appropriate. The EYFS updates highlight the need for clear policies that protect children's privacy while strengthening safety practices.

Review and Monitoring

- This policy will be reviewed annually or sooner if regulations, guidance, or the technology used changes.
- Feedback from parents and external agencies is welcome to ensure ongoing compliance and best practice.

This policy was adopted at a meeting of		
Held on		(date)
Date to be reviewed		(date)
Signed on behalf of the management committee		
Name of signatory		
Role of signatory		

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