



JAMmy Tots Nursery CCTV & Video Monitoring Policy

Date: April 2026

Manager: Jenene Morgan

Next Review: April 2027

1. Purpose of This Policy JAMmy Tots Nursery uses video monitoring (including CCTV and motion-activated cameras) to support the safeguarding, welfare and safety of children, staff and visitors, and to protect the nursery premises.

This policy explains why cameras are used, how footage is recorded and stored, who can access recordings, and how privacy and data protection are maintained.

This policy complies with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and Ofsted safeguarding expectations.

2. Why JAMmy Tots Uses Cameras Video monitoring is used to support safeguarding and child protection, promote a safe environment for children and staff, assist with investigating incidents, accidents or concerns, support transparency and reassurance for families, and protect nursery property and security.

Cameras are not used for routine staff performance management or for monitoring staff behaviour unless part of a safeguarding or disciplinary investigation.

3. Type of Recording Used Cameras are set to record only when motion is detected, for example when someone is present in the room. The system does not record continuously 24 hours a day. Recording is automatic and does not depend on live viewing via a phone or device. Live viewing may be available to authorised staff but does not trigger recording.

4. Camera Locations Cameras may be installed in playrooms, communal areas, and entrances and exits. Cameras are never installed in toilets, nappy-changing areas, or any areas where privacy and dignity are expected.

5. Signage and Transparency Clear CCTV signage is displayed at nursery entrances and in relevant internal areas.

Parents, carers and staff are informed about the use of cameras, the purpose of recording and how footage is handled.

6. Access to Footage Access to recorded footage is strictly limited to the nursery owner or manager, the designated safeguarding lead, and other authorised senior staff where necessary. Footage will only be shared externally with statutory authorities such as the local authority or police, or where legally required.

7. Storage and Retention Footage is stored securely using password-protected systems. Motion-triggered clips are retained for up to 30 days unless required for safeguarding or investigation purposes. Footage is automatically deleted or overwritten after the retention period.



8. Data Protection and Privacy JAMmy Tots Nursery processes video recordings under legitimate interest for safeguarding and security. Parents and staff may make a Subject Access Request in line with UK GDPR.

9. Staff Responsibilities All staff must understand the purpose of video monitoring and follow this policy at all times.

10. Policy Review This policy will be reviewed annually or sooner if require