**CCTV and Recording Doorbell Policy (September 2025)**

**Policy Statement:**  
At Little Acorns preschool, 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) within our setting, ensuring their use complies with data protection law and supports a safe and transparent environment.

**Purpose of CCTV / Recording Devices:**  
• CCTV is 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 unless specifically permitted and risk assessed.

**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 setting manager or chairperson when there is a legitimate safeguarding or security concern.  
• Access to footage will be strictly controlled and password protected.  
• 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 30 days, unless retained for a specific safeguarding or legal reason.  
• Data storage is compliant with UK GDPR and the Data Protection Act 2018.

**Parental Consent and Notification:**  
• Parents are informed about the presence and purpose of CCTV.  
• 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 doorbell recording devices upon arrival and via signage.  
• Recordings are only reviewed in line with safeguarding or operational needs.

**Staff Training and Responsibilities:**  
• The manager and chairperson are trained on the responsible and legal use of CCTV/recording devices.  
• 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.

**Signed:** Chairperson  
**Date:** September 2025