



CCTV POLICY

Worstead preschool is monitored by CCTV surveillance system.

CCTV is now a familiar feature in modern life and while it is generally accepted it must be implemented responsibly. CCTV operators have a duty to respect the rights and privacy of individuals whose images are recorded.

This policy outlines how the preschool uses CCTV and ensures compliance with the Data Protection Act 2018, UK GDPR and the Information Commissioners CCTV Code of Practice. It should read in conjunction with the preschools Data Protection policy.

System Description- TP-Link Tapo - Model: C310

The camera has a Tapo Care subscription-based cloud storage service for TP-Links Tapo Cameras. Which stores notifications for 30 days, then they are automatically deleted.

Notifications are set to alert the administrator Tapo app from Monday – Friday from 4pm (preschool closure) – 8am (preschool opening) Saturday – Sunday 24 hours. This feature allows the user to access the camera footage via the Tapo app at any time, even if the camera is unplugged or stolen.

The camera does not have a microSD card inserted

The camera is placed in the first window of the preschools main room and pointed to show the vision of the gate entry within a set zone.

There is one “CCTV camera in operation” sign on the main preschool gate (entrance)

No cameras are hidden and there are no cameras in changing areas (toilets, nappy changing facilities)

Due to limited scope the camera may not capture everything occurring on site.

The purpose of CCTV

Prevent damage of property theft

Assist in the detection and prevention

Deter potential criminal behaviours

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Use restrictions

Images will not be streamed online or shared publicly

This is not a webcam

Access and viewing

Only the preschool administrator will have access to the CCTV recordings. Due to living nearest to the preschool. Footage is only viewed when necessary and is kept confidential. If a criminal activity takes place, the footage will be viewed and the relevant information will be given to the police, committee and staff.

This policy will be reviewed annually or sooner if legislation changes. Compliance for this policy is mandatory for all staff

Name:	Clare Gwilliam
Position:	Pre-school Manager
Signed	
Name:	Alicia Grix
Position	Committee Chair
Signed	
Date:	1 st September 2026
Date for Review:	31 st August 2027

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