



CCTV Policy

Policy Statement

Barnet Early Years Alliance (BEYA) uses Closed-Circuit Television (CCTV) systems across its sites to support the safety, welfare and security of children, staff, families, visitors and property.

The use of CCTV is undertaken in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and guidance issued by the Information Commissioner's Office (ICO).

This policy applies to all BEYA sites, including nursery schools, children's centre provision and associated outdoor areas where CCTV is installed.

Purpose of CCTV

The purposes of CCTV are to:

- Safeguard children, staff and visitors.
- Support the investigation of safeguarding, behavioural, health and safety or security incidents.
- Assist in the prevention and detection of crime, vandalism and anti-social behaviour.
- Protect school property and equipment.
- Support the management of access to buildings and grounds.

CCTV recordings remain the property of Barnet Early Years Alliance and are managed in accordance with this policy and relevant data protection legislation.

CCTV will not be used for routine staff performance management or employee monitoring.

Lawful Basis

BEYA processes CCTV footage under the lawful basis of:

- Public Task – carrying out its duties as an educational establishment.
- Legitimate Interests – maintaining a safe and secure environment.

Consent is not relied upon as the lawful basis for CCTV operation.

Approved: Summer 2026
Review: Summer 2028

Location of Cameras

Cameras are positioned only where necessary and proportionate to achieve the stated purposes.

Cameras may be located in:

- Entrances and exits.
- Reception areas.
- Corridors and communal areas.
- External play areas.
- Building perimeters and car parks.

Cameras will not be installed in areas where individuals have a heightened expectation of privacy, including:

- Toilets.
- Changing facilities.
- Staff welfare areas.

Signage

Clear signage is displayed at entrances and within monitored areas informing individuals that CCTV is in operation and providing details of the Data Controller.

Responsibilities

The Executive Headteacher is responsible for ensuring that:

- CCTV is operated lawfully and proportionately.
- Appropriate security arrangements are in place.
- Access to footage is restricted to authorised personnel.
- Staff with access to footage receive appropriate guidance and training.
- Requests for access to footage are managed appropriately.

The Governing Board has strategic oversight of the use of CCTV and will review this policy periodically.

Access to Footage

Access to CCTV recordings is strictly limited to authorised personnel:

- Executive Headteacher.
- Deputy Headteacher.
- Business Manager.
- Other authorised personnel where necessary for an investigation.

All access to footage will be recorded.

Footage may be shared with:

- Police.
- Local Authority officers.
- Children's Social Care.
- Regulatory bodies.
- Insurance providers.
- Other agencies where there is a lawful basis for disclosure.

Viewing Footage

CCTV footage will only be viewed where there is a legitimate reason, including:

- Safeguarding concerns
- Accident or incident investigations
- Complaints investigations
- Allegations against staff
- Security incidents
- Health and safety investigations
- Requests from law enforcement agencies.

Routine monitoring of children, staff or visitors will not take place.

Retention of Footage

Footage will normally be retained for 30 days.

Where footage is required as part of a safeguarding enquiry, complaints investigation, disciplinary process, legal proceedings or criminal investigation, it may be retained for longer and securely stored until the matter is concluded.

Subject Access Requests and Requests to View Footage

Individuals have rights under data protection legislation to request access to personal data held about them.

Any requests relating to CCTV footage will be considered on a case-by-case basis in accordance with UK GDPR and the Data Protection Act 2018.

The school will not normally permit parents, carers, visitors or members of the public to view CCTV footage directly.

The existence of CCTV does not create an automatic right for parents or carers to view footage.

Requests may be refused where:

- Other individuals are identifiable within the footage.
- Disclosure would adversely affect the rights and freedoms of others.
- Disclosure may prejudice safeguarding, disciplinary, legal or criminal investigations.
- Disclosure is otherwise exempt under data protection legislation.

Where appropriate, the school may provide a summary of relevant findings rather than access to the footage itself.

Safeguarding Use

CCTV footage may be reviewed by authorised staff where necessary to investigate:

- Safeguarding concerns.
- Child protection matters.
- Accidents or injuries.
- Complaints.
- Allegations against staff.
- Health and safety incidents.
- Security matters.

The existence of CCTV does not replace professional judgement, staff supervision arrangements or safeguarding procedures.

The existence of CCTV does not create an automatic right for parents or carers to view footage.

Complaints

Any concerns regarding the use of CCTV should be addressed through the BEYA Complaints Policy.

Monitoring and Review

This policy will be reviewed every three years, or sooner if legislation, guidance or operational requirements change.

Related Policies

- Data Protection Policy
- Privacy Notice
- Safeguarding and Child Protection Policy
- Complaints Policy
- Staff Code of Conduct
- Online Safety Policy