

Use of CCTV

Noah's Ark has CCTV surveillance in place in order to heighten security, staff and visitors are monitored and recorded in accordance with data protection, images recorded are held on the system for a short period of time (3-4 weeks) and then recorded over. Cameras are strategically placed around the building to ensure as much coverage as possible.

CCTV benefits all using the setting by securing the building from intruders, protecting children and staff safety whilst in the building and the cameras will also alleviate accusations made against staff. It also ensures children are properly cared for and will assist in identifying training needs and supporting when needed disciplinary procedures which may need to be enforced.

There is a camera in the sleep room also designed purely to monitor sleeping children from the main room where there is a fixed screen to view. The other viewing screen is in the main office with a continuous feed displayed from all cameras.

Signs are displayed around the building to ensure everyone is aware that CCTV is in use.

Although every effort has been made to ensure maximum effectiveness of the system there is no guarantee that the CCTV will pick up every incident.

We retain images if needed. No recorded images are kept for longer than 1 month (life span on the system) in less in evidence for a particular incident in which case they are downloaded onto a storage device and held for no longer than needed.

Access to recorded images is restricted to senior staff who need to have access to the system to view specific incidences. Access is restricted by an access pin and may be changed from time to time to ensure security of the system.

Disclosures of recorded images will only be made when required in the instance of law enforcement, for prosecution agencies, emergency services and in the investigation of accidents.

CCTV images are classed as personal Data and peoples whose images are held by us have a right under the data protection act to view or have a copy of the images, this right is not instantaneous and must be requested in writing to the manager. The manager has a right to refuse if it could affect the detection of crime. If the manager refuses written reasons for refusal will be provided to the individual.

Staff should not allow parents to view other peoples images in specific situations which may be incriminating, staff are also not allowed to view other staffs images without permission to do so or at the agreement of the manager.

All recorded images remain the property of Noah's Ark.