

Nursery CCTV Safeguarding Checklist

A practical checklist for childcare providers considering CCTV systems

Checklist Item	Completed
CCTV purpose clearly defined (safeguarding, security, incident review)	■
Cameras positioned in appropriate locations (entrances, corridors, play areas)	■
No cameras installed in private areas (toilets, changing rooms, staff rest areas)	■
Clear CCTV signage displayed at entrances	■
Parents and staff informed about CCTV use	■
Written CCTV policy created and available to staff	■
Access to CCTV footage restricted to authorised personnel	■
Footage stored securely on password-protected systems	■
Data retention policy defined (typically 28–30 days)	■
System compliant with UK GDPR and Data Protection regulations	■
Regular system checks and maintenance scheduled	■
Incident review procedure defined	■
Backup and storage capacity verified	■
Remote viewing access secured with strong passwords	■