



## Besige Bytjie Akademie

### CCTV Camera Policy

**Effective Date:** 01/01/2025

**Applies To:** All prospective and enrolled families at **Besige Bytjie Akademie**

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### 1. Purpose

The purpose of this policy is to outline the use, management, access, and privacy protocols related to Closed-Circuit Television (CCTV) systems installed at Besige Bytjie Akademie. CCTV is used as a safeguarding measure to enhance the safety and security of children, staff, visitors, and school property, and to support the preschool in the event of a serious incident or investigation.

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### 2. Scope of Surveillance

#### 2.1 Areas Covered

CCTV cameras are installed in designated common and operational areas, including:

- Entrances and exits
- Hallways and corridors
- Outdoor playgrounds
- Classroom spaces

#### 2.2 Areas Excluded

- No cameras are installed inside toilets.
- Cameras are positioned at the **entrances to bathrooms only**, recording entry and exit activity without capturing private use areas.

#### 2.3 Surveillance Schedule

- CCTV cameras operate **24 hours a day**.
- Footage is stored securely for a limited retention period unless required for investigation, legal, or insurance purposes.

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### 3. Ownership and Access Rights

### **3.1 Ownership of Footage**

- All CCTV footage is the exclusive property of Besige Bytjie Akademie.
- The preschool reserves the right to approve or deny access to footage at its sole discretion, in line with this policy and applicable laws.

### **3.2 Access Limitations**

CCTV footage will **not** be shared with parents or guardians for:

- Minor injuries (e.g. bumps, scrapes, falls)
- Behavioural incidents (e.g. tantrums, peer conflict)
- General observation, reassurance, or routine monitoring requests

Footage will only be reviewed or considered for access in cases involving:

- Serious safety concerns
- Legal liability or suspected criminal behaviour
- Formal investigations initiated by management or a relevant authority
- Legal requirements such as a subpoena or court order

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## **4. Requesting Access to Footage**

### **4.1 Formal Request Procedure**

All requests to view or access CCTV footage must:

- Be submitted **in writing** to the Principal
- Clearly state:
  - Date and time of the incident
  - Nature of the concern
  - Reason for requesting access

Management will assess the request and respond within **5 working days**.

### **4.2 Grounds for Denial**

Access to footage may be denied if:

- The incident is deemed minor or non-critical
- Sharing footage compromises the privacy of other children or staff
- The request is speculative, excessive, or outside the scope of this policy

Where access cannot be granted, management may offer alternative solutions such as a written incident report or explanation.

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## 5. Privacy, Consent, and Third-Party Protection

### 5.1 Multi-Child Environments

- CCTV footage often includes multiple children in shared spaces.
- The preschool is legally and ethically obligated to protect the privacy of **all children** captured in any footage.

### 5.2 Consent Requirements

- If footage is considered for release, **written consent must be obtained from all parents or guardians** of children visible or present in the footage.
- If any required consent is refused, the footage will **not** be released.
- Where feasible, management may consider limited alternatives such as blurred or edited footage.

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## 6. Use of CCTV Footage by the Preschool

The preschool may use CCTV footage internally for:

- Incident investigation and documentation
- Staff training and safety audits
- Legal compliance, insurance claims, and regulatory requirements

Footage will **never** be used for:

- Public display or marketing
- Social media sharing
- Disciplinary shaming or inappropriate purposes

All footage is treated as private and confidential information and may only be accessed by authorised management or designated personnel.

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## 7. Storage and Security

- CCTV footage is stored securely using appropriate safeguards.
- Footage is automatically deleted after the retention period unless required for investigation or legal matters.
- Footage will never be shared with third parties for non-safety-related purposes.

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## 8. Parent Assurance

CCTV systems are installed for the **protection and wellbeing of children**, not for monitoring parenting practices or personal matters. Besige Bytjie Akademie is committed to responsible, ethical, and lawful use of CCTV in accordance with privacy legislation and best practice.

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## **9. Policy Review**

This policy will be reviewed **annually** or as required due to changes in legislation, operational needs, or best practice standards.