



Besige Bytjie Akademie

CCTV Camera Policy

Effective Date: 01/01/2025

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

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.

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.

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.

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.

9. Policy Review

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