



5.7 Security Video Surveillance (CCTV) Policy

PURPOSE(S):

The purpose of this policy is to regulate the use of CCTV video cameras to monitor, record and review Little Haven Nursery students, cleaners, and property.

SCOPE(S):

This policy applies to all LHN personnel in the use of video monitoring, recording equipment and all related systems. (Nursery Principal or designee and LHN Safety Officer/Nurse).

DESCRIPTION(S):

General Information

Little Haven Nursery is committed to enhancing the quality of life at the Nursery community by integrating best practices of physical and electronic security with state-of –the-art technology. An important component of a comprehensive security plan using such technology is the use of video surveillance at Little Haven Nursery both indoor and outdoor.

The primary purposes of video technology are to proactively assist safety personnel in investigating incidents that have occurred.

Unless rare, special circumstances present themselves, all video surveillance cameras are not monitored. In almost all situations, the use of these cameras will be to review footage to aid in investigations of incidents that are reported to the NURSERY. Any video monitoring or reviewing for security purposes will be conducted in a professional, ethical and legal manner. LHN staff involved in the use of any video technology will be appropriately trained and supervised by LHN Principal. Parents are not allowed to “freely” view CCTV footage as other children are in video footage. Information obtained through video recording and/or monitoring may be used safety purposes and for compliance with LHN policy. Information obtained through video monitoring or recording will only be released when authorized by ADEK or Judicial decree. Video monitoring/ recording, for the purposes of safety and security, will be conducted in a manner that is consistent with all existing ADEK and LHN. Video monitoring/ recording for security purposes at the Nursery will be limited to locations that do not violate the reasonable expectation of privacy as defined by law. The video surveillance equipment used by the Nursery does not possess the capability of recording sound.





RESPONSIBILITIES(S):

The Little Haven Nursery and LHN OHS Officer/Nurse are authorized to oversee and coordinate the use of video surveillance equipment for safety and security purposes at the Nursery. LHN Principal and OSH Officer/Nurse will monitor new developments in the relevant UAE laws and best practices to ensure that video monitoring and recording at the Nursery are consistent with the highest standards and protections as required by LHN, ADEK, and Ministry of Interior.

PROCEDURE(S):

All Nursery personnel involved in the installation, operation or maintenance of the video surveillance system will perform their duties in accordance with departmental and LHN policies.

LHN personnel are prohibited from using or disseminating any of the information acquired from the video equipment, except for official purposes. All information and/ or observations made in the use of video surveillance equipment are considered confidential and can only be used for official LHN Nursery, ADEK, and UAE Law and law enforcement business upon the approval of ADEK or Judicial decree.

Camera locations are determined by the Nursery in consultation with MeTech C.C.T.V. installation following ADEK and Mo Interior guidelines before installation takes place.

Appropriate signage will be placed at various locations throughout the Little Haven Nursery announcing the presence of CCTV surveillance cameras.

Recorded events are stored temporarily on a server/ hard drive, unless retained as part of an incident report.

The CCTV server/ hard drive will be capable of storing images up to 100 days. The server/ hard drive will automatically record over the oldest images when it becomes full.

CCTV Cameras are not monitored under normal operating conditions, but may be monitored periodically for legitimate safety and security purposes that include the following: known high risk situations, at times and locations that have previously experienced incidents.

