



Recording Doorbell Policy

Policy Statement:

At Cece's Rainbow Kids, we are committed to ensuring the privacy, security, and safeguarding of all children, families, staff, and visitors. This policy outlines our approach to the use of recording doorbells within our setting, ensuring their use complies with data protection law and supports a safe and transparent environment.

Purpose of Recording Devices:

- Recording doorbells are used solely for safety, security, and safeguarding purposes.
- The purpose includes monitoring entry and exit points, deterring unauthorised access, and protecting children, staff, and property.
- These devices are not used to monitor children's learning or behaviour inside the setting unless specifically permitted and risk assessed.

Location of Devices:

- Cameras are positioned only at entrances or external areas.
- No recording devices are located in areas where children play, eat, sleep, or are changed.
- Devices will never be placed in areas that would compromise a child's privacy or dignity.

Use and Access of Footage:

- Recorded footage is only accessed by the Owner/Manager or an authorised individual when there is a legitimate safeguarding or security concern.
- Access to footage will be strictly controlled and password protected.
- If a concern arises, relevant footage may be shared with appropriate safeguarding authorities, such as Ofsted or the Local Authority Designated Officer (LADO), in line with our Safeguarding and Child Protection Policy.
- Parents may request access to footage in which their child appears, in line with Data Subject Access Request (DSAR) protocols.
- Data Storage and Retention:
 - Footage is stored securely and automatically deleted after a set period, typically no longer than 30 days, unless retained for a specific safeguarding or legal reason.
 - Data storage is compliant with UK GDPR and the Data Protection Act 2018.

Parental Consent and Notification:

- Parents are informed during the enrolment process about the presence and purpose of recording doorbells.
- Written consent is obtained and recorded.
- Signage is clearly displayed informing all visitors that recording doorbells are in operation.

Children's Privacy and Protection:

- The use of such devices will not compromise the dignity, rights, or personal privacy of the children in our care.
- Devices will not be used for live streaming or sharing of images on any personal or public platform.

Visitor Guidance:

- Visitors are informed of doorbell recording devices upon arrival and via signage.
- Recordings are only reviewed in line with safeguarding or operational needs.

Staff Training and Responsibilities:

- The staff are trained on the responsible and legal use of recording devices.
- Staff understand the importance of protecting data and upholding privacy regulations.

Alignment with EYFS 2025 Changes:

- This policy supports the EYFS 2025 emphasis on safeguarding and privacy, ensuring that all recording technologies used in the setting adhere to robust data protection principles and are implemented only where appropriate. The EYFS updates highlight the need for clear policies that protect children's privacy while strengthening safety practices.

Review and Monitoring:

- This policy will be reviewed annually or sooner if regulations, guidance, or the technology used changes
- Feedback from parents and external agencies is welcome to ensure ongoing compliance and best practice.

Signed: Cecilia Mayne

Date: 12 November 2025

Cece's Rainbow Kids Centre, Unit 7, Lockmeadow Entertainment Centre, ME16 BLW
hello@cecesrainbowkids.co.za
07533 977 303

Hermitage Park Community Centre, Cranford Road, Allington, Kent, ME16 9FZ
hello@cecesrainbowkids.co.za
07533 977 303