**APPENDIX 2**

**……………………………… CHILDREN’S HOME**

 **Record of Requests for Access to CCTV Images**

In line with The Surveillance Camera Code of Practice (Home Office 2013), and ………………….. Children’s Home Use and Management of CCTV System Guidance (7.12) the following information must be recorded before anyone accesses images on ………………….. Children’s Home CCTV system.

|  |  |
| --- | --- |
| Request for access made by who |  |
| Date and time when images were recorded |  |
| The location of the CCTV Camera |  |
| Further information to identify the individual |  |
| Signature of person completing record. |  |
| Date & Time of signature |  |