**APPENDIX 1**

**…………………………. CHILDREN’S HOME**

**CCTV System Record of Removal of Recordings**

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 any media images are removed from ……………………… Children’s Home.

|  |  |
| --- | --- |
| Date and Time of Removal |  |
| Name of the person removing the media |  |
| Name (s) of Person (s) Viewing the Images |  |
| The name of the department to which the person viewing the images belongs, or the persons organisation if they are from outside of the Children’s Home |  |
| The reason for viewing the images |  |
| Date and Time media returned to the system or secure storage or deleted. |  |

If the images are being removed from the CCTV system or secure storage to another area, the following information must be recorded.

|  |  |
| --- | --- |
| The location to which they are being transferred to |  |
| Any crime incident number (if applicable) |  |
| Signature of the person to whom the images have been transferred |  |