

**BLOOMFIELD CARE CENTRE
STOCKING LANE, RATHFARNHAM, D.16**

**POLICY STATEMENT:
USE OF CLOSED CIRCUIT TELEVISION (CCTV)**

Purpose: To provide guidelines to all staff in relation to the use of closed circuit television to enhance safety and security of patients/residents

Primary Responsibility: All Staff

POLICY

1 POLICY:

It is the policy of Bloomfield Care Centre to provide a safe and secure environment for patients/residents, staff and visitors. CCTV is used to monitor the grounds, car parks and main reception area to prevent unwelcome intruders/visitors. It is also used for the general observation of patients/residents for their safety and security whilst in the grounds of Bloomfield. In addition CCTV is provided in the smoking room of Special Needs to enhance the level of observation of residents/patients.

2 PROCEDURE:

- 2.1 CCTV in the smoking room, special needs is used solely for the purpose of observing patients/residents by nursing and care staff who have responsibility for the health and welfare of patients/residents.
- 2.2 CCTV in the smoking room is not capable of recording or storing a patient/resident's image on a tape, disc, hard drive or in any other form or capable of transmitting images other than to the nurses station where it is viewed by staff responsible for the health and welfare of patients/residents.
- 2.3 Patients/residents must be advised on the use of CCTV. A notice will be placed in smoking room(s) and grounds, and information included in the Patient Information Leaflet.

- 2.4 CCTV must not be used in a way which compromises the dignity of a patient/resident.
- 2.5 CCTV enhances the level of observation and should not be used as a substitute for direct interaction or direct physical observation of patients/residents.
- 2.6 The monitors and associated recording equipment for the CCTV system for the non-clinical areas of grounds, car parks and main reception should not be accessible to unauthorised personnel.
- 2.7 No member of staff is permitted to print, copy or transmit any recordings of the CCTV system without the permission of a member of the Management Team. Inappropriate use of CCTV will be considered grounds for disciplinary action.

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