Guidelines for Closed-Circuit Television (CCTV) Cameras in Preschools and Government-Funded Early Intervention (EI) Centres

Since 1 July 2024, all preschools and government-funded EI centres have been required to install CCTV cameras. This mandate was implemented as part of ECDA's regular review of security and safety measures in the early childhood sector, and takes into consideration the views of parents, educators and service providers.

2 CCTV cameras serve to enhance the security of the premises by deterring unauthorised entry during and after operational hours. In the event of incidents, CCTV footage can provide an objective account of events and support investigations, where necessary.

3 CCTV cameras are required in key access points and areas used by children such as classrooms, activity rooms, play areas within the premises and infant napping room. To ensure privacy of staff and children, CCTV cameras are not allowed in toilets, changing rooms and staff rest areas. Preschools and EI centres are required to adhere to ECDA's requirements to ensure that the CCTV system and cameras are installed properly and used appropriately to protect the privacy of children, staff and other individuals in the preschool or EI centre.

Access to CCTV Footage

4 Access to CCTV footage will be granted only for the purposes of providing an objective reference point to clarify feedback. Preschools and EI centres are not required to extend a copy of the footage to parents and should not give access to CCTV footage if the incident is under investigation by the authorities (e.g. ECDA, Singapore Police Force or any other public agency).

5 Parents who wish to view CCTV footage should provide a written request to the preschool or EI centre. The request should be within reasonable grounds. Examples of requests that may be rejected include:

- The request is frivolous, e.g. to check if the child is eating properly.
- Providing the parent access to footage could reasonably be expected to threaten the safety of another child/ individual.

- The request is too vague or general, e.g. no information on a specific event/ time / date.
- The burden of providing the footage for viewing is unreasonable or disproportionate to the individual's interests, e.g. request to see full day footage of a child's activity, not just footage of an alleged incident.

6 There are safeguards in place to protect the privacy and safety of staff and children:

- Any CCTV footage shown to parents is subject to the Fifth Schedule of the Personal Data Protection Act (PDPA), which includes **masking of other individuals (children and adults), except the face of your child.** Parents may be required to pay a fee for masking the footage to protect the privacy of these individuals.
- CCTV footage should be viewed in the presence of the preschool's/ EI centre's authorised personnel.
- There shall be no recording of the footage by any party. In the event an individual posts recorded footage on social media, the preschool/ EI centre may make a police report against the individual. The individual will be held liable under the PDPA for unauthorised disclosure of personal data, e.g. footage of other children or educators, if he/ she discloses the footage knowing that it is not authorised by the preschool/ EI centre.

7 Strong partnerships between the parents and preschools/ EI centres are key to support our children's learning and development. Where there are concerns observed, we encourage you to approach the preschool/ EI centre management to discuss your concerns in a respectful and amicable manner.

8 Should you require any further clarification, please do not hesitate to contact us at contact@ecda.gov.sg.