

31 August 2023

Dear Parents / Guardians,

Implementation of Closed-Circuit Television (CCTV) Cameras in Preschools

The safety and well-being of children in our preschools are important to us.

2 Since last year, the Early Childhood Development Agency (ECDA) has been engaging the preschool sector and in February this year informed operators of plans to mandate the installation of closed-circuit television (CCTV) cameras in all preschools and government-funded early intervention (EI) centres. This move is part of our regular review of security and safety measures in the early childhood sector, and takes into consideration the views of parents, educators and preschool operators. **The CCTV mandate will take effect from 1 July 2024.**

3 From ECDA's engagements with the sector, preschools that have yet to install CCTV cameras shared they need time to make the necessary arrangements, including putting in place clear policies and proper protocol to access CCTV footages.

Purpose of CCTV Cameras in Preschools

4 The presence of CCTV cameras in the preschool will give you greater peace of mind that your child is in a secure and safe learning environment. CCTV cameras will enhance security of the premises to deter suspicious or unauthorised persons from entering during and after operational hours. In the event of incidents, CCTV footage can provide objective evidence to help the preschool know what had happened and support investigations, where necessary.

5 From 1 July 2024, CCTV cameras in preschools will be 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 will not be allowed in toilets, changing rooms and staff rest areas. Preschools will be 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.

Strong Parent-Preschool Partnership Remains Key

6 Strong parent-preschool partnerships are key to support our children's learning and development. Where there are concerns observed, we encourage you to approach the preschool management to discuss your concerns in a respectful and amicable manner.

Access to CCTV Footage

7 Access to CCTV footage will be granted only for the purposes of providing an objective reference point to clarify feedback or assist the investigation of serious incidents within the preschool premises.

8 Parents who wish to view CCTV footage should provide a written request to the preschool. 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.

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

- Any CCTV footage provided 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 therefore 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 authorised personnel.
- There shall be no mobile recording of the footage by any party. Preschools are also not required to provide a copy of the footage to parents or staff.
- In the event an individual posts recorded footage on social media, the preschool 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.

- Preschools are not required to provide parents access to CCTV footage if an incident is under investigation by ECDA, the Singapore Police Force or any other public agency.

10 With the implementation of CCTV cameras in preschools, this will complement existing measures to keep the preschool safe and secure, giving greater assurance to parents and staff.

11 Please feel free to reach out to us at contact@ecda.gov.sg if you require more information.

Thank you.

Yours faithfully,



Tan Chee Wee
Chief Executive
Early Childhood Development Agency