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# CCTV POLICY

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Approved By	Local Governing Committee
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## 1. Introduction

The purpose of this policy is to regulate the review, management, operation and use of closed circuit television (CCTV) at East Crompton St George's.

CCTV is in use to:

- increase personal safety of students, staff and visitors, and reduce the fear of crime
- monitor and minimise unauthorised and inappropriate vehicle access
- assist in managing the school
- protect the school buildings and their assets
- support the Police in a bid to deter and detect crime
- assist in identifying, apprehending and prosecuting offenders
- protect members of the public and private property

The policy follows Data Protection Act guidelines and will be subject to review every 2 years to include consultation as appropriate with interested parties.

## 2. The System

The CCTV system is owned by the school and comprises of eight static cameras comprising of three dome and five bullet cameras located around the school site, one internally and seven externally (See Appendix 1A for detailed list Appendix 2 for site map).

All cameras are monitored from the Site Office and currently record to a local DVR in the Site Office. The centralised system is only available to designated Site staff and members of the Senior Leadership and their authorised nominee.

## 3. Statement of Intent

The CCTV Scheme will be registered annually by the Data Manager with the Information Commissioner under the terms of the Data Protection Act 2018 and will endeavour to comply with the requirements both of the Data Protection Act and the Commissioner's Code of Practice.

The school will treat the system and all information, documents and recordings obtained and used as data which are protected by the Act.

Cameras will be used to monitor activities within the school and its play, car park, and other public areas, for the purpose of securing the safety and well-being of the pupils, staff and visitors and to identify criminal activity actually occurring, anticipated, or perceived.

Staff have been instructed that static cameras are not to focus on private homes, gardens or other areas of private property.

Unless an immediate response to events is required, staff must not direct cameras off site at an individual, their property or a specific group of individuals, without an authorisation documented instruction from a the Headteacher or by police instruction endorsed by the Executive Headteacher for Directed Surveillance, as set out in the Regulation of Investigatory Power Act 2000.

Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Pen drive images/ pen drives will only be released to the media for use in the investigation of a specific crime and with

the written authority of the police. Pen Drive images/pen drives will never be released to the media for purposes of entertainment.

Planning design and installation has endeavoured to ensure that the Scheme will give maximum effectiveness and efficiency but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

Warning signs, as required by the Code of Practice of the Information Commissioner have been placed at all access routes to areas covered by the school CCTV including entrance gates, car parks and recreational spaces see list of notices in Appendix 1B.

#### 4. Operation of the System

The Scheme will be administered and managed by the Executive Headteacher's nominee, usually the Site Manager, in accordance with the principles and objectives expressed in the code.

The day-to-day management will be the responsibility of both the Headteacher and the Site Manager during the day and out of hours and at weekends.

The CCTV information will only be accessed by Senior Leadership members or their authorised nominee or the Site Manager.

The CCTV system will be operated 24 hours each day, every day of the year.

#### 5. System Equipment & Control

The Site Manager or their nominee will check and confirm the efficiency of the system daily and in particular that the equipment is properly recording and that cameras are functional.

Access to the CCTV equipment will be strictly limited to the senior leadership team (SLT), their nominee and the Site Manager.

Unless an immediate response to events is required, staff in the CCTV control room will not direct cameras at an individual or a specific group of individuals.

Visitors and other contractors wishing to enter the Site Office will be subject to particular arrangement as outlined below.

Staff must satisfy themselves over the identity of any visitors to the control room and the purpose of the visit. Where any doubt exists access will be refused.

The system may generate a certain amount of interest. It is vital that operations are managed with the minimum of disruption. Casual visits to view information will not be permitted. Visitors must first obtain permission from the SLT or Site Manager and must be accompanied throughout the visit. All CCTV access & viewings will be logged in the Access record maintained by the site manager.

Any visit may be immediately curtailed if prevailing operational requirements make this necessary.

If out of hours emergency maintenance arises, staff must be satisfied of the identity and purpose of contractors before allowing entry.

A visitor's book will be maintained at school reception. Full details of visitors including time/date of entry and exit will be recorded.

Other administrative functions will include maintaining the CCTV equipment hard disc space and system maintenance logs.

Emergency procedures will be used in appropriate cases to call the Emergency Services.

## 6. Liaison

Liaison meetings may be held with all bodies involved in the support of the system, for example the police.

## 7. Monitoring Procedures

Camera surveillance will be maintained as needed. A monitor is installed in the Site Office to which pictures will be continuously recorded.

Any Covert Surveillance or use of a Covert Human Intelligence Source being considered or planned as part of an operation must comply with school policies and procedures and must be authorised by the Headteacher.

## 8. Image Storage Procedures

The images are stored on the CCTV Hard Drive in the Site office for a period of 15 days and are over written as the disk becomes full. If images are required for evidential purposes, the following procedures for their access, use and retention will be strictly adhered to:

- The images required will be transferred to a pen drive which will be placed in a sealed envelope, witnessed, signed by the Site Manager or member of SLT, dated and stored in a separate and secure safe, in the main Administrative Office, until collected.
- Each pen drive will be identified by a unique reference number.
- The pen drive used will be new or cleaned of any previous recording.
- If the pen drive is archived at a later date, the reference number will be noted.
- All pen drives made will be recorded in the CCTV Log.
- Pen drives may be viewed by the police for the prevention and detection of crime.
- A record will be maintained in the CCTV Log of the release of pen drives to the police.
- Viewing of pen drives by the police will be recorded in writing and in the log book. Requests by the police can only be actioned under Part 3 of the Data Protection Act 2018.

Should a pen drive be required as evidence, a copy may be released to the police under the procedures described in the above paragraph. Pen drives will only be released to the police on the clear understanding that the pen drives remains the property of the school, and both the pen drives and information contained on it are to be treated in accordance with this code.

The school also retains the right to refuse permission for the police to pass to any other person the pen drive or any part of the information contained thereon. On occasions when a court requires the release of a pen drive copied from the CCTV system this will be produced and kept secure and made available as required.

The police may require the school to retain the stored pen drives for possible use as evidence in the future. Such pen drives will be properly indexed and properly and securely stored in the Administrative Office school safe until they are needed by the police.

Applications received from outside bodies to view or release pen drives will be referred to the Headteacher. Requests from, for example, solicitors will normally be met where satisfactory documentary evidence is

produced showing that they are required for legal proceedings, a subject access request, or in response to a court order.

## 9. Access by or on behalf of the Data Subject

The Data Protection Act provides Data Subjects (individuals to whom “personal data” relate, and their parents, guardians or authorised carers) with a right to data held about themselves, including those obtained by CCTV.

No fee will be charged in such circumstances.

Requests for Data Subject Access should be made to the Headteacher and still images will be provided as per section 8, with the images of other pupils and adults obscured to prevent identification and inappropriate disclosure of their personal information.

## 10. Breaches of the code (including breaches of security)

Any breach of the Code of Practice by school staff will be investigated by the Headteacher or her nominee, and could lead to disciplinary action including dismissal.

Any serious breach of the Code of Practice will be immediately investigated and where appropriate an independent investigation carried out to make recommendations on how to remedy the breach. Suspected serious breaches will be reported to the Headteacher who will refer to the Trust Director of Operations. All breaches & investigations should be logged locally.

## 11. Assessment of the scheme and code of practice

Performance monitoring, including random operating checks, will be carried out by the Data Manager.

## 12. Data Retention

Recordings are made 24x7 and captured on the Site Office CCTV hard drive where they are retained for 15 days before being overwritten.

## 13. Public Information

Copies of policy will be available to the public via the school website or from the School Office or Headteacher.

## 14. Complaints

Any complaints about the school’s CCTV system should be addressed to the Headteacher.

Complaints will be investigated in accordance with Section 10.

## 15. Summary of Key Points

The CCTV system is owned and operated by the Cranmer Education Trust.

This Code of Practice will be reviewed every 2 years.

The Site Office will not be staffed out of school hours.

The Hard Drive may only be viewed by authorised Site Manager, SLT members or their nominee, and the police.

The Site Office is not open to visitors except by prior arrangement and with approval.

Liaison meetings may be held with the police and other bodies.

Moving images required as evidence will be properly recorded on pen drive from the hard drives, witnessed and packaged before copies are released to the police.

Stills images made available to individuals in response to individual requests will have other individuals' images obscured to protect individual privacy.

Pen drives will not be made available to the media for commercial or entertainment.

Pen drives will be disposed of securely using the schools confidential waste arrangements which results in the pen drives being melted.

Any Covert Surveillance or use of a Covert Human Intelligence Source being considered or planned as part of an operation must comply with academy policies and procedures and be authorised by the Headteacher. The Data Protection Co-ordinator for Schools, Education Department, provides additional information if required.

Breaches of the code and remedies will be reported to the Headteacher.

Any breaches of this code will be investigated by the Headteacher. An independent investigation will be carried out for serious breaches.

## Appendix 1A: Log of Camera Types and Locations

Camera No	Camera Type	Camera Location	Reason for camera
01	Dome	Lamp post by Barrier school driveway	Barrier safety
02	Dome	Staff car park outside room 5	Vehicle/pedestrian safety
03	Bullet	Over kitchen entrance room 45	Safety/security
04	Bullet	Outside front entrance	Door security
05	Bullet	Lower carpark outside room 16	Vehicle/pedestrian safety
06	Bullet	KS2 Quad outside room 5	Door security
07	Bullet	KS1 Quad outside room 35	Door security
08	Dome	Main Entrance internal	Door security

## Appendix 1B: CCTV Declaration Notices – Locations

- Main entrance
- Main Gate
- KS2 Pedestrian Entrance
- Main Pedestrian Entrance

# Appendix 2: CCTV Site Plan

