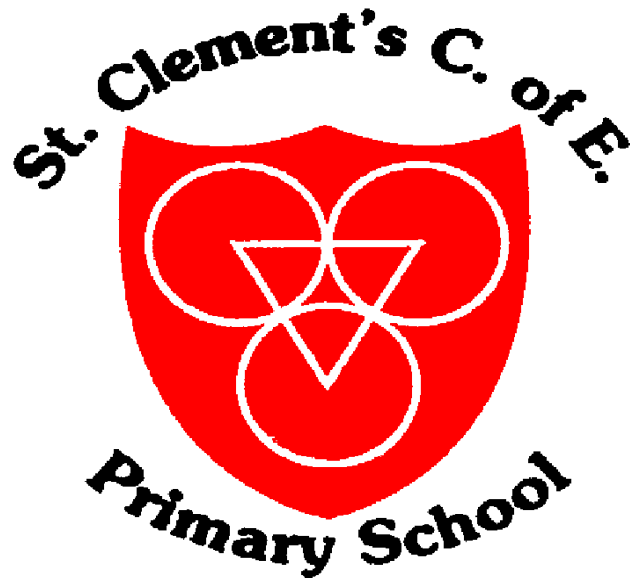


St Clement's C. of E. Primary School



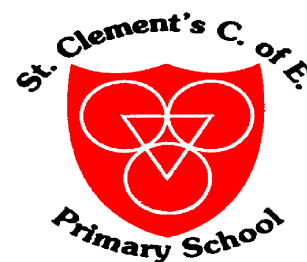
CCTV Policy

Provided by Global Policing: January 2023

Reviewed by ZL (SBM): January 2023

Approved by JP (Head): January 2023

Due for review: January 2024



Growing Together To Let Our Light Shine

John 3:18 *'Little children, let us not love in word or talk but in deed and in truth.'*

Mission Statement:

We encourage and inspire children to aim high and challenge themselves in everything they do.

As a compassionate, Christian school, we are strong in our faith. We believe in love and forgiveness and are thankful for the opportunities we have to live and learn in our community.

Our Christian Values Reflected In This Policy

Faith

Hope

Love

Respect

Thankfulness

Forgiveness

Compassion

DDA STATEMENT

At St. Clement's we will aim to:

- **Promote equality of opportunity between disabled people and others.**
- **Eliminate discrimination that is unlawful under the Act.**
- **Eliminate harassment of disabled pupils that is related to their disabilities.**
- **Promote positive attitudes towards disabled people.**
- **Encourage participation by disabled people in public life.**
- **Take account of a disabled person's disabilities, even when that involves treating a disabled person more favourably than another person.**

Document Control	
Title	CCTV POLICY
Supersedes	New Policy
Author	Global Policing
Owner	St Clement's CofE Primary School
Area of Governance	Finance and Premises
Date	20/01/2023
Related Documents	Data Protection Policy
Circulation	All Staff
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View by Staff	
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1. INTRODUCTION

The purpose of this Policy is to regulate the management, operation, and use of the closed-circuit television (CCTV) system at St Clement's CofE Primary School hereafter referred to as 'the school'.

The system comprises two fixed cameras located one outside the main entrance door and one inside in the main entrance reception area. A monitor located in the main office affords real time viewing of events from the cameras. The office monitor in conjunction with the video recorder acts as the Control Monitor for the system and provides the following viewing facilities:

- Single screen simultaneous viewing of all cameras.

Access to the CCTV can be gained by authorised personnel only.

The school's CCTV system is registered with the Information Commissioner's Office and is operated within the guidelines of the Data Protection Act 2018

The CCTV system is owned and operated by the school.

2. OBJECTIVES OF THE CCTV SCHEME

The objectives of the school's CCTV scheme are:

- To increase personal safety for pupils, staff, parents and visitors when entering and leaving the school.
- To enable the office to see and monitor visitors to the school premises.
- To protect the school buildings and assets.
- To reduce the fear of crime.
- To support the Police in a bid to deter and detect crime.
- To assist in identifying, apprehending and prosecuting offenders.
- To assist in managing the school operations.

3. STATEMENT OF INTENT

The school's CCTV scheme is registered with the Information Commissioner under the terms of the Data Protection Act 2018 and the school will seek to comply with the requirements of the Data Protection Act and the Information Commissioner's Code of Practice.

The school will:

- Treat the system and all information, documents and recordings obtained and used, as data which is protected by the Act.
- Use the CCTV system to monitor activities within the school site to secure the safety and well-being of pupils, staff, parents and visitors.
- Use the CCTV system to identify criminal activity occurring; anticipated or perceived.
- Ensure that materials or knowledge secured as a result of CCTV will not be used for any commercial purposes.
- Recordings will only be released to the media for use in the investigation of a specific crime and only with the authority of the Police.
- While the CCTV scheme is designed to provide adequate effectiveness to meet the objectives set out in SECTION 2 of this policy it is however limited by the constraints of the school's budget. 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 access routes to areas covered by the school CCTV.

4. OPERATION OF THE SYSTEM

The scheme will be administered and managed by the School Business Manager and Admin Officer in accordance with the principles and objectives expressed in the Code.

The day-to-day operation of the system will be the responsibility of the School Business Manager and Admin Officer who shall act, on behalf of the Headteacher, as the controller.

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

5. CHECKING OF THE SYSTEM

The School Business Manager will check the functioning of the system on a weekly basis and in particular that the equipment is properly recording and that cameras are operating.

Access to the CCTV recording and playback facilities is strictly limited to the Head Teacher, Senior Leadership Team, School Business Manager and Admin Officer.

Only personnel employed by the school's appointed CCTV maintenance contractor may undertake routine maintenance or repairs to the system.

6. MONITORING PROCEDURES

Camera surveillance will be maintained at all times.

The design of the CCTV system has no provision for undertaking covert surveillance.

7. RECORDING PROCEDURES

The CCTV video recorder will generally record at all times. Images of incidents are recorded onto a hard drive and under normal circumstances; the recordings are retained on the disk for 28 days. During this period, incident recordings can be reviewed and if necessary, copied to a CD or sent via email as a digital recording for permanent retention as evidence of criminal activity etc.

Incident recordings may be viewed by the police for the prevention and detection of crime, and any requests should be made via our data protection partners, Global Policing.

Viewing of recordings by the police, or other authorised applicants, must be entered in the register/log book. Requests by the police can only be actioned under the Data Protection Act 2018, given that there is a lawful basis to handover the CCTV, which would normally fall under the lawful basis of investigation into crime.

A register/log book by the School Business Manager will be maintained of the release of any incident digital recordings to the police or other authorised applicants.

Should a recording be required as evidence, a digital copy may be released to the police in accordance with the following procedures:

- Each recording must be identified by a unique mark or saved in a file that is encrypted and only accessible to the Headteacher, Senior Leadership Team, School Business Manager and Admin Officer.
- If a CD is used to record footage, they must be new and unused.
- The controller shall register the date and time of the recording.
- A recording required for evidential purposes must either be sent via the Headteacher's email address (which will be encrypted) or sealed, witnessed, signed by the controller, dated and stored in the school safe.
- Recordings will only be released to the police on the clear understanding that the footage remains the property of the school, and both the recording and information contained on it are to be treated in accordance with this policy and the Data Protection Act 2018.
- The school retains the right to refuse permission for the police to pass to any other person the recording or any part of the information contained thereon.
- The police may require the school to retain the stored recordings for possible use as evidence in the future. Such recordings will be properly registered and securely stored in the school safe until they are needed by the police.
- Applications received from outside bodies (e.g. solicitors) to view or release recordings will be referred to Global Policing. In these circumstances' recordings will normally be released where satisfactory documentation is produced showing that they are required for legal proceedings, a subject access request, or in response to a Court Order.

8. BREACHES OF THE CODE

Any breaches of this CCTV Policy by school staff will be initially investigated by the Headteacher, in order for him/her to take the appropriate disciplinary action.

Any serious breach of the Policy will be immediately investigated with Global Policing, and an independent investigation carried out to make recommendations on how to remedy the breach.

9. ASSESSMENT OF THE SCHEME

Regular performance monitoring of the system, including random checks, will be carried out by the School Business Manager or Admin Officer.

The school has appointed a CCTV specialist contractor to undertake maintenance inspections to ensure the system is operating at maximum performance.

10. COMPLAINTS

Any complaints concerning the school's CCTV system should be addressed to the Headteacher.

11. ACCESS BY THE DATA SUBJECT

The Data Protection Act provides Data Subjects (individuals to whom "personal data" relates) with a right of access to inspect data held about themselves, including that obtained by CCTV. Please see the schools data protection policy for further information.

12. PUBLIC INFORMATION

Copies of this CCTV System Policy will be available to the public from the Headteacher.

13. SUMMARY OF KEY POINTS

- This CCTV System Policy will be reviewed every year.
- The CCTV system is owned and operated by the school.
- Any recordings must be used properly, stored securely and destroyed after appropriate use.
- Recordings may only be viewed by authorised school staff and the police. Viewing by any other persons, (e.g. parents and members of the public etc.) will at the discretion of the Headteacher (or in his/her absence by the School Business Manager).
- CD Recordings required as evidence will be properly registered, witnessed and packaged before copies are released to the police.
- Recordings will not be made available to the media for commercial or entertainment purposes.
- CD Recordings that are no longer required to be retained are to be destroyed by shredding. Files will be deleted in the same way.
- Any breaches of this Policy will be investigated by the Headteacher. An independent investigation will be carried out for serious breaches.
- All breaches of this Policy will be reported to the Headteacher. If required Global Policing will be informed to ensure we are GDPR compliant.