



# CCTV Policy and Procedures

Audience: Staff/Governors/Public

Status: Recommended

Date of Issue: March 2012

Date of Governor Approval: March 2012

Frequency of Review: 2 years

Post Holder responsible for Review: Headteacher

Link with Governance: Managing & Organising Committee

Recommended associated documents:

Date of Last Review	9.3.16
Date of Next Review	March 2018

# **CCTV POLICY AND PROCEDURES**

## **Introduction**

The purpose of this policy is to state how our establishment deals with the requirements of the law, particularly the Data Protection Act 1998, in respect of our use of the Closed Circuit T.V. system at the school.

The purpose of the CCTV system is for the security of the premises, the prevention, detection and investigation of criminal activity, anti-social behaviour, trespass and vandalism and the safety of staff, students and visitors to the site. Static and remotely operated cameras enable this purpose.

## **Responsible Persons**

The CCTV system is jointly operated by the School and an off-site security monitoring firm (external cameras only) and will be in use all year round.

The person who has been appointed to oversee the system and procedures i.e. the System Manager is the Headteacher. In his absence i.e. holiday, sickness, time away from School, the Deputy Headteacher will cover these duties.

The off-site monitoring firm is:

Security Services

Address: 2 Berry Street, Stoke on Trent, Staffordshire, ST4 1AY  
(Registration no. 1797313)

## **Our Policy**

1. To inform all who come onto the school site that CCTV is in use.
2. To keep images from CCTV secure and controlled by authorised personnel.
3. To maintain all CCTV equipment in working order.
4. To provide retention of images within the stated purpose only.
5. To state the manner and means of destroying stored images.
6. To have access restrictions to unauthorised personnel and by individual and group third parties.
7. To comply with the 'Freedom of Information Act 2000'.

## **Arrangement Procedures**

The following arrangements are in place in order to meet the aims of the policy:

1. All users of the site will be notified of the use of CCTV by appropriate signage throughout the school.
2. The images that are recorded will be held in a secure location on DVR equipment and can only be accessed by those authorised to do so.
3. Remote access to live images is available to the off-site monitoring company. Remote access to live and recorded images is available to the senior leadership team and the site supervisor.
4. The site supervisor and Senior Management will be able to view the live image display and be able to review/access recorded images to achieve the stated purpose.
5. Within the purpose of the CCTV system such images may be shared with the Police if deemed necessary by the System Manager.
6. The picture quality maintenance and service of equipment will be carried out by Security Services and Advance Security Ltd and a regular check will take place.
7. The images will be digitally recorded on a rolling programme of no more than 31 days. This retention will automatically overwrite the oldest images.
8. Any downloaded images can only be made with the System Manager's consent to a digital disc and to be only made available to those who are responsible to achieve the stated legitimate purpose.
9. All copies of downloaded images will be catalogued. These images will be destroyed after they are no longer required.
10. Any request to access images from our system from third party groups i.e. Police or other agencies must follow the designated protocol on form CCTV/1.
11. Individual third parties applying under the 'Freedom of Information Act 2000' must submit a request in writing and complete the request form CCTV/2, together with the appropriate fee of £10.00 to cover administration costs.

## **User Responsibilities**

All user staff have the following responsibilities:

To uphold the arrangements of this policy.

To handle images/data securely and responsibly, within the aims of the policy. Staff need to be aware that they could be committing a criminal offence if they misuse CCTV images.

To uphold the recorded procedure for subject access requests.

To report any breach of procedure to the System Manager.

To attend training / refresher sessions as required.

This policy is published under the Freedom of Information Act and is available online at [www.kingsmeadschool.net](http://www.kingsmeadschool.net) or by contacting the school direct on 01543 512455. The school is committed to uphold the code of good practice as outlined by the Information Commissioner Office.