

## **CCTV Policy**

### **Introduction**

The policy has been drawn up and agreed by the Governing Body, it governs the activity of those involved in the operation and installation of the school's CCTV system. The Policy will follow the guidelines published by the Home Office and the Information Commissioners Office (ICO) 2008 on the use of CCTV in public places.

### **The System**

Camera positions have been carefully located, to ensure they are appropriate and effective whilst minimizing any collateral intrusion.

### **Maintenance**

An annual contract ensures the maintenance of the cameras & recording devices. Camera images will be recorded and displayed on a CCTV monitor in the school office. The images can only be accessed from the school office directly from the CCTV system. The recording media is a DVR and HHD recorder – the images are stored on the hard drive, which is automatically overwritten after approximately 10 weeks.

### **Purpose of CCTV**

The system is intended to provide and promote a safe secure environment for pupils and for those who work or use the facilities of the school; and to protect the school buildings and resources. It is hoped that it will also reduce the fear of crime and anti-social behaviour with the location. The system is intended to view and monitor activity in the school only including Foyer / Main Entrance and outside grounds including access points.

It will be used for the purpose of:

1. Preventing and deterring crime and anti-social behaviour
2. Pupil, staff and public safety

It will achieve this by:

1. Providing evidential quality images of criminal incidents and suspects
2. Assisting in the investigation of inappropriate behaviour

### **Data Protection**

The system shall be used in accordance to all relevant laws and guidelines, including the Data Protection Act 1998, The Human Rights Act 1998 and if appropriate Regulation of Investigatory Powers Act 2000.

### **Signage**

Signs are displayed at entrance points and within the area covered by the system to inform staff, students and the public.

### **Management of the system**

The overall management of the system is the responsibility of the Governing Body of the school, who have appointed the Headteacher for the function of Data Controller.

### **Management and operation of control equipment**

The system will be managed in accordance with all relevant legislation.

### **Access and Security**

The day to day management and security of the control equipment and data is the responsibility of the Headteacher who will follow the data protection guidelines with regard to access to the images.

### **Incident response**

During monitoring, if criminal or suspicious activity of a serious nature is observed then the school should immediately inform the police. Once an incident is reported to the police it will be dealt with in accordance with police procedure. All other incidents will be logged and dealt with appropriately. Only authorised staff will have access to the system and the down loaded images.

Viewing or copying will be carried out only if it would assist the school in supporting procedures for which the Headteacher is responsible or to address one of the issues stated in the 'purpose of CCTV'

Recorded images are not to be taken away from school premises unless required by the police to support an investigation.

A record of viewing and copying must be noted in the register

### **The register of incidents and reviews**

The register will include the following:

When searching or reviewing an incident the purpose of doing so should be recorded. Also note if the search was successful or not.

1. Who carried out search and/ or copied an event
2. Persons present (particularly when reviewing)
3. Date, start and end time of the incident
4. Date and time of the review/copy
5. Details of the officer or authorised agent, collecting the copied media and their contact details
6. Date of collection along with a signature and name in block capitals, including agency name