



# APPENDIX 11

## CCTV Policy

This policy was approved and ratified by the Governing Body of  
Cox Green School  
on 20<sup>th</sup> October 2015

Signed: \_\_\_\_\_

Chair of Governors

Date: \_\_\_\_\_

Version	Authorisation	Approval Date	Effective Date	Next Review
1	Full Governing Body	15/10/13	15/10/13	Sept 2015
1.1	Full Governing Body	20/10/15	20/10/15	Sept 2017



### ***Objectives of the CCTV system***

This document sets out the appropriate actions and procedures, which must be followed to comply with the Data Protection Act in respect of the use of CCTV (closed circuit television) surveillance systems managed by Cox Green School.

The CCTV System includes static cameras and is used for the following purposes:

- To Safeguard the safety of pupils, staff and visitors;
- To protect the school's buildings and its assets;
- To increase personal safety and reduce the fear of crime;
- To support the Police in a bid to deter and detect crime;
- To assist in the identifying, apprehending and prosecution of offenders;
- To protect staff, students, members of the public and private property;

### ***Statement of intent***

The school will treat the CCTV system and all information, documents and recordings obtained in the strictest confidence.

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

It will be ensured that private dwellings and property other than that in the periphery of a view that is focused upon school site locations will not be covered by the CCTV cameras.

The planning and design of the system will aim to ensure that the scheme gives maximum effectiveness and efficiency but it is recognised that no system can guarantee to cover or detect every single incident taking place in the areas of coverage.

Unless an immediate response to events is required to meet the objectives of the system, staff will not direct cameras at an individual, their property or a specific group of individuals.

Warning signs will be placed at key points to advise everyone that the area is covered by the school CCTV system.

### ***Operation of the system***

- The management of the system will be the responsibility of the IT Systems Manager.
- The day to day management will be the responsibility of the IT Support Team.
- Only authorised users may directly use the system. These will be authorised by the IT Systems Manager.
- The system will aim to be in operation 24 hours a day, every day of the year.



### **Control of the system**

A member of the Site or IT **Support** team will, on a daily basis, check that all cameras are functional and that the system is recording.

Authorised users and Managers of the CCTV system will satisfy themselves as to the identity of anyone wishing to have access to the images from the system and the purpose of the access. In the event that doubt of identity or purpose exists, permission will be refused.

Images captured by the system will usually be stored for a maximum of **21 30** days.

When disposing of equipment which contains stored images, this equipment will be physically destroyed.

### **Data Access**

Downloading images is allowed by the following staff:

- |  |                   |
|--|-------------------|
| • IT Systems Manager and one IT Technician | View and download |
| • Site Manager                             | View and download |

All saved data must be handed to the Headteacher or a member of the SLT, SAFE Team or an Achievement Leader – staff are trained to understand the administrative regime to control the use of the images.

Access to images by Cox Green School staff and pupils is restricted to

- |                                      |           |
|--------------------------------------|-----------|
| • SLT                                | View Only |
| • SAFE Team                          | View Only |
| • Main Office Staff                  | View Only |
| • Pupils for identification purposes | View Only |
| • Achievement Leaders                | View Only |
| • Deputy Achievement Leaders         | View Only |
| • Staff for identification purposes  | View Only |

### **Requests for information**

A CCTV log will be maintained recording details of any requests for access to the system and the details of any data supplied, to whom, when and for what purpose (Appendix A)

Copies of images can be produced where required for the purposes of meeting the objectives of the system. A record will be kept in the CCTV log of the format of the copy (printed still image, DVD etc) and the person to whom the copy was given. No additional copies will be made without permission from a member of the SLT. When no longer required for meeting the objectives of the system, all copies will be securely destroyed.

### **Access by individuals**

Cox Green School recognises the rights of staff, students and visitors to the school to make a subject access request for details of personal data held.

- Applications should be made in writing to the Headteacher.



***Access by the Police***

- Requests which show students/staff should be approved by a member of SLT specifying the date and time (as far as possible) of the image (not for burglaries, etc...).
- If the decision is taken not to release the images, then the image in question will be held and not destroyed until all legal avenues have been exhausted.

Signed: \_\_\_\_\_

Chair of Governors

Date: \_\_\_\_\_

Date of Review: \_\_\_\_\_

