

St Paul's C of E (VC) Junior School

*"Promoting, Valuing and Celebrating achievement
in a Christian setting."*

CCTV Policy

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Author:Matthew Amos.....

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"Prevent Duty: Under section 26 of the Counter-Terrorism and Security Act 2015, we have a duty to prevent people from being drawn into terrorism (Prevent duty). Protecting children from the risk of radicalisation remains part of our school's wider duty to safeguard children and young people. "Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism....Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs." (KCSIE, September 2016). We are alert to any possible signs which contribute to vulnerability such as family, friends or online influences as well as any changes in behaviour which could indicate a child may be in need of help or protection. We carry out risk assessments of vulnerable children and young people accordingly, work in partnership with other agencies and the family, and ensure staff are suitably trained and supported in keeping with our LSCB procedures."

CCTV Policy

1 Introduction

1.1 St. Paul's CofE (VC) Junior School uses closed circuit television (CCTV) images to reduce crime and monitor the school site, in order to provide a safe and secure environment for pupils, staff and visitors, and to prevent the loss or damage to school property.

1.2 The system comprises a number of fixed and dome cameras.

1.3 The system does not have sound recording capability.

1.4 The CCTV system is owned and operated by the school, the deployment of which is determined by the school's leadership team.

1.5 The CCTV is monitored centrally from the school offices by the Administrative Team and Site Manager. An extra monitor is provided in reception for the purposes of enhancing the security of the front door.

1.6 The introduction of, or changes to, CCTV monitoring will be subject to consultation with staff and the school community.

1.7 The use of CCTV and this policy works alongside the Somerset County Council Model Policy, Use of CCTV by Educational Establishments in Somerset.

1.8 All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images and sound. All operators are trained by the school data controller in their responsibilities under the CCTV Code of Practice. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images and sound.

2 Statement of Intent

2.1 The school complies with Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its continued use. The Code of Practice is published at:

<https://ico.org.uk/for-organisations/guide-to-data-protection/cctv/>

2.2 CCTV warning signs will be clearly and prominently placed at all external entrances to the school, including school gates if coverage includes outdoor areas. Signs will contain details of who the operator is and who to contact. In areas where CCTV is used, the school will ensure that there are prominent signs placed at both the entrance of the CCTV zone and within the controlled area.

2.3 The planning and design 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.

3 Siting the Cameras

3.1 Cameras will be sited so they only capture images relevant to the purposes for which they are installed (described above) and care will be taken to ensure that reasonable privacy expectations are not violated. The School will ensure that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection Act.

3.2 The school will make every effort to position cameras so that their coverage is restricted to the school premises, which may include outdoor areas.

3.3 CCTV will not be used in classrooms or any indoor areas of the school. Coverage is purely external.

3.4 Members of staff should have access to details of where CCTV cameras are situated.

4 Covert Monitoring

4.1 There is no covert monitoring on the school site. All cameras are externally located and the details of which are available to all staff and parents.

5 Storage and Retention of CCTV images

5.1 Recorded data will not be retained for longer than is necessary. A maximum of 28 days of data retention will be permissible as recommended by the ICO and SCC and set as a school policy. While retained, the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of the people whose images have been recorded.

5.2 All retained data will be stored securely, with limited access. The retained data sits on a non-networked hard-drive which is password protected.

6 Access to CCTV images

6.1 Access to recorded images will be restricted to those staff authorised to view them, and will not be made more widely available.

6.2 Where a justifiable and reasonable request has been made, a record must be kept of the incident, camera used and timings. This log will be kept next to the Recording hardware.

7 Subject Access Requests (SAR)

7.1 Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act.

7.2 All requests should be made in writing to the Headteacher. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time and location.

7.3 The school will respond to requests within 30 calendar days of receiving the written request.

7.4 The school reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

8 Access to and Disclosure of Images to Third Parties

8.1 There will be no disclosure of recorded data to third parties other than to authorised personnel such as the Police and service providers to the school where these would reasonably need access to the data (e.g. investigators).

8.2 Requests should be made in writing to the Headteacher.

8.3 The data may be used within the school's discipline and grievance procedures as required, and will be subject to the usual confidentiality requirements of those procedures.

9 Complaints

9.1 Complaints and enquiries about the operation of CCTV within the school should be directed to the Headteacher in the first instance.

Further Information

Further information on CCTV and its use is available from the following:

CCTV Code of Practice Revised Edition 2008 (published by the Information Commissioners Office)

- www.ico.gov.uk
- Regulation of Investigatory Powers Act (RIPA) 2000
- Data Protection Act 1998
- SCC Business Support – Steve Dorral – 01823355953
- The Key - <https://schoolleaders.thekeysupport.com/administration-and-management/facilities-and-supplies/resources/using-cctv-cameras-in-the-school-playground/?marker=full-search-q-cctv-policy-result-2>