

Oxford Grove Primary School
CCTV POLICY
September 2019

Justification

The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system in school. The system comprises cameras located around the school site. All cameras are monitored from a central point and are only available to designated staff. This policy will ensure that CCTV is only used for its intended objectives and that its use is fully in line with all statutory requirements.

Aims

1. To ensure the enhancement of the school's security in a regulated and controlled manner with safeguards in place to protect the rights of all users of the facility

Objectives

The purposes for which CCTV will be used in school are:

1. To ensure the safety of pupils and others present on school premises.
2. Prevention and detection of crime, e.g., theft, arson and criminal damage;
3. To protect the school buildings and assets;
4. To increase the perception of safety and reduce the fear of crime;

Statements

1. The use of CCTV will be fair and it will not be excessive or prejudicial to any individual or any group.
2. People will be informed that CCTV is in use on school premises by means of notices posted in key places around the premises of the building.
3. CCTV will not be used inappropriately e.g. to observe the quality of teaching and learning.
4. The use of CCTV will be included in the school's annual Data Protection notification (registration) to the Information Commissioner's Office as one of the purposes for which they use personal data.
5. CCTV or images produced from it will not be used for any other purposes than those stated in this policy.
6. CCTV cameras will only record images on school premises and will not be directed at surrounding private property.
7. The viewing of CCTV footage will be the responsibility of the Head teacher and a limited number of nominated staff. Staff or individuals connected to the school or educational setting who wish to view CCTV footage should do so by a request to the Head teacher. Where a viewing is appropriate, details of the view will be recorded.
8. Access to CCTV will be strictly confined to staff authorised by the Head teacher.
9. Where other staff or visitors need to have access to the system, this will be documented.
10. Recordings will be stored in a separate, locked place and access will be strictly confined to authorised staff. A recording system i.e. dates/times and recording details will also be retained whilst the material is held.
11. Recordings will be held for a limited length of time (usually 28 days unless required for investigative purposes) and will be destroyed when their use is no longer required.
12. Access to CCTV recordings day-to-day will be restricted to the authorised staff operating the system.
13. CCTV recordings will only be disclosed to others where there is a legitimate reason to disclose them. They may be disclosed to the police, for the prevention and detection of crime; to a court for legal proceedings; to a solicitor for legal proceedings; to the media for the purposes of identification.
14. Where recordings have been disclosed or viewed by an authorised third party the school will keep a record of: when the images were disclosed; why they have been disclosed; any crime incident number to which they refer; who the images have been viewed by or disclosed to.
15. Applications received from other outside bodies (e.g. solicitors) to view or release recordings will be referred to the Head teacher. In these circumstances, recordings may be released where satisfactory evidence is produced showing that they are required for legal proceedings; an information access request or in response to a Court Order.
16. Under the Data Protection Act 2018, individuals who are the subject of personal data are entitled to request access to it. If a request is received, a copy of the images will be provided within 30 days of the request.

Conclusion

Any breach or alleged breach of this policy or school guidelines on the use of CCTV by school staff or other individuals will be investigated by the Head teacher. Any complaints about the operation of the CCTV system should be addressed to the Head teacher, where they will be dealt with according to the school's standard complaints procedures, with reference to this policy. This policy will be used in conjunction with and in support of the LA Policy and Guidelines for the use of CCTV.

Review

This policy will be reviewed annually by the Head teacher, staff and Governing Board.

Miss N. Harvey

To be reviewed in September 2020