



CCTV Policy

Status:	NON- STATUTORY
Responsible person:	Headteacher
Responsible Governors' Committee:	Building and Grounds
Date first approved by Governing Body:	12 th December 2013
Ratified date:	19 September 2018
Review date:	Autumn 2020

SignedM Neale Chair of Governors

Date.....19 September 2018

1. Introduction

Penkford School incorporating Building Futures Vocational Skills Centre uses its CCTV systems for a number of reasons. It is used to help protect against crime and also aids in the safety of pupils, staff, parents and members of the public whilst on school and Building Futures premises.

The camera system comprises a number of fixed and dome cameras located around the school site. Cameras can be monitored and adjusted in the Main Office.

The camera system based at Building Futures Vocational Skills Centre comprises of a number of fixed cameras located around the site.

Cameras can be monitored and adjusted in Building Futures Central Office.

This code of practice follows the Data Protection Act guidelines and will be subject to bi-annual review. The CCTV system is owned solely by the school.

2. Objectives of the CCTV System

1. To protect the school buildings and their assets
2. To increase personal safety and reduce the fear of crime
3. To support the Police in a bid to deter and detect crime
4. To assist in identifying, apprehending and prosecuting offenders
5. To protect members of the public, private property, students, staff and visitors
6. To assist in managing the school

3. Statement of Intent

The CCTV system is registered with the Information Commissioner under the terms of the Data Protection Act 1998 guidelines and the school will seek to comply with the requirements both of the Data Protection Act and the Commissioner's Code of Practice.

Penkford School will treat the CCTV system and all information, documents and recordings obtained and used as data, which are protected by the act, in the strictest of confidence. CCTV cameras will be used to monitor activities within the school and its car parks, other public areas and surrounding grounds to identify criminal activity actually occurring, anticipated, or perceived, for the purpose of securing the safety and well-being of all. Private dwellings and property other than that in the periphery of a view that is centrally focused upon school site and locations will be blanked out from any camera view.

Unless an immediate response to events is required, staff must not direct cameras at an individual, their property or a specific group of individuals, without authorisation being obtained from the Headteacher(or Deputy in her absence), as set out in the Regulation of Investigatory Power Act 2000.

Images will only be released to the Police for use for the investigation of a specific crime and with the consent of the Headteacher (or Deputy in her absence). Images will only be released to the media for use with agreement by those individuals pictured in the images.

No images will be released to anyone for the purposes of entertainment.

The planning and design of the CCTV layout 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.

Signage stating the use of CCTV, as required by the Code of Practice of the Information Commissioner, will be placed at all access routes to areas covered by the school CCTV.

4. Operation of the system

The scheme will be managed by the Business Manager in accordance with the principles and objectives expressed in this policy. The day-to-day management will be the responsibility of the School Admin team during the school day.

The school control panel will only be used by the Leadership Team, Caretaker and school admin team.

The CCTV system will be in operation 24 hours a day, every day of the year.

5. Control of Cameras

The Admin team and Caretaker will, on a daily basis, check that all cameras are functional and the system is recording. Administrative functions will include the maintenance of hard disc space.

Visitors and contractors wishing access to the CCTV system or recording system will be subject to the arrangements outlined below.

Authorised users and managers of the CCTV System must satisfy themselves of the identity of anyone who is to have access to the CCTV System and the purpose of the access. Where any doubt exists over the grounds for access, permission will be refused. Emergency procedures will be used in appropriate cases to call the emergency services.

6. Liaison

Liaison meetings may be held with Leadership Team, Site Staff and Contractors in the support of the system.

7. Monitoring Procedure

Camera surveillance may be maintained at all times. Information is held on the hard drive for a period of no more than 7 days. If information is required for evidence purposes it will be transferred to appropriate recording media.

If covert surveillance is planned, authorisation must be sought from and granted by the Headteacher (or Deputy in her absence) prior to commencement.

8. CD/DVD/Recording Media Procedures

In order to maintain and preserve the integrity of the media used to record events from the hard drive and the facility to use them in any future proceedings, the following procedures for their use and retention must be strictly adhered to:

- i. Each record must be identified by a unique mark.
- ii. Before using each recording, media must be cleaned of any previous recording.
- iii. The controller shall register the date and time of recorded insert, including the reference.
- iv. A recording required for evidential purposes must be sealed, witnessed, signed by the controller, dated and stored in a separate, secure store. If the record is not copied for the police before it is sealed, a copy may be made at a later date providing that it is then resealed, witnessed, signed by the controller, dated and returned to secure storage.
- v. If the record is archived, the reference must be noted.

Recording media may be viewed by designated operators and the police for the prevention and detection of crime. A record will be maintained of the release of records to the Police or other authorised applicants. Viewing of records by the Police must be recorded in writing in the log book. Requests by the Police can only be actioned under section 29 of the Data Protection Act 1988.

Should a record be required as evidence, a copy may be released to the police under the procedures described in this policy. Records will only be released to the police on the clear understanding that the record remains the property of the school, and both the record and information contained on it are to be treated in accordance with this code. The school also retains the right to refuse permission for the police to pass on the record or any part of the information contained therein to any other person. The Police may require the school to retain the stored records for possible use as evidence in the future. Such records will be properly indexed and securely stored until they are needed by the Police.

Applications received from outside bodies (e.g. solicitors) to view or release records will be referred to the Headteacher. A charge may be made to cover the costs of producing the material.

9. Breaches of the code (including breaches in security)

Any breach of this policy by school staff will be initially investigated by the Headteacher (or appointed senior member of staff), in order for appropriate disciplinary action to be taken.

Any serious breach of the Code of Practice will be immediately investigated by the Headteacher (or appointed senior member of staff) and recommendations made on how to remedy the breach.

10. Assessment of the scheme and code of practice

Performance monitoring, including random operating checks, may be carried out by the Headteacher, Business Manager or Caretaker.

11. Complaints

Any complaints about the school's CCTV system should be in writing and addressed to the Headteacher or, where the complaint is about the Headteacher, to the Chair of Governors. Complaints will be investigated in accordance with the Complaints policy.

12. Access by the Data Subject

The Data Protection Act provides Data Subjects (individuals to whom "personal data" relate) with a right to data held about themselves, including those obtained by CCTV. Requests for Data Subject Access should be made in writing to the Headteacher.

Digital recordings will be kept for no more than 7 days, unless specific incidents have been recorded to disk for investigation.

13. Public Information

Copies of this Policy will be available to the public from the school upon request or can be found on the school website (www.penkfordst-helens.sch.uk).

Summary of Key Points

- This Code of Practice will be reviewed every two years.
- The CCTV system is owned and operated by the school.
- The Control system is not open to visitors except by prior arrangement and good reason.
- Liaison meetings may be held with the Police and other bodies.
- Any recording DVDs will be used properly, indexed, stored and destroyed after appropriate use.
- DVDs may only be viewed by Authorised School Officers and the Police.
- DVDs required as evidence will be properly recorded witnessed and packaged before copies are released to the Police.
- DVDs will not be made available to the media for commercial or entertainment purposes.
- DVDs will be disposed of securely by incineration.
- Any breaches of this Code will be investigated by the Headteacher. An independent investigation will be carried out for serious breaches.
- Breaches of the Code and remedies will be reported to the Headteacher.