



# **Mary Dean's CE Primary School**

## **CCTV Policy and Procedure**

## **1. Introduction**

- 1.1 The purpose of this policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Mary Dean's CE Primary School, hereafter referred to as 'the School'.
- 1.2 The system comprises of a total of 13 fixed cameras which are located at the main entrance and common areas of the School. All cameras are monitored from a Central Control point and are only available to selected senior staff.
- 1.3 This policy follows Data Protection Act guidelines.
- 1.4 The policy will be subject to review bi-annually.
- 1.5 The CCTV system is owned by the School
- 1.6 The system was installed by Securicor on behalf of the School and they provide the maintenance for it.

## **2. Objectives of the CCTV scheme**

- (a) To protect pupils and staff in the School
- (b) To protect the School buildings and their assets
- (c) To deter potential criminal offenders
- (d) To increase personal safety and reduce the fear of crime
- (d) To assist in identifying, apprehending and prosecuting offenders
- (e) To protect members of the public and private property
- (f) To assist in managing the School

## **3. Statement of intent**

- 3.1 The CCTV Scheme will be registered with the Information Commissioner under the terms of the Data Protection Act 1998 and will seek to comply with the requirements both of the Data Protection Act and the Commissioner's Code of Practice.
- 3.2 The School will treat the system and all information, documents and recordings obtained and used as data which are protected by the Act.
- 3.3 Cameras will be used to monitor activities within the School grounds and gate entrances to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and well-being of the School pupils and staff, together with its visitors.
- 3.4 Static cameras are not to focus on private homes, gardens and other areas of private property.
- 3.5 Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Copies of incidents will only be released to the media for use in the investigation of a specific crime and with the written authority of the police. Copies of incidents will never be released to the media for purposes of entertainment.
- 3.6 The planning and design has endeavoured to ensure that the CCTV system 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.
- 3.7 Information signs, as required by the Code of Practice of the Information Commissioner have been placed at the School.

## **4. Operation and maintenance of the system**

- 4.1 The CCTV system will be administered and managed by the Head Teacher.
- 4.2 The day-to-day management will be the responsibility of the Head Teacher.
- 4.3 The Control Points will only be staffed by persons nominated by the Head Teacher.
- 4.4 The CCTV system will be operated 24 hours each day, every day of the year.
- 4.5 The system for the School was installed by Securicor and is maintained by them.

4.6 Cameras are focused on the main entrance gates and play areas within the School grounds.

## **5. Control Points**

5.1 The Senior Administrator will check and confirm the efficiency of the system daily and, in particular, check that the equipment is properly recording and that cameras are functional.

5.2 Access to the CCTV Controls will be strictly limited to nominated staff.

## **6. Liaison**

6.1 Liaison meetings may be held with all bodies involved in the support of the system.

## **7. Monitoring procedures**

7.1 Camera surveillance can be maintained at all times.

7.2 There is one monitor point in the Admin Office.

7.3 When reviewing any incidents, no one other than personnel authorised by the Head Teacher should be present when reviewing any CCTV footage.

## **8. Recording procedures**

8.1 Any recording required for evidential purposes must be sealed, witnessed, signed by the Head Teacher, dated and stored in a separate, secure, evidence bag.

8.2 No one other than authorised personnel should be present when a recording is made, or when an incident is viewed.

8.2 Recordings may be viewed by the Police for the prevention and detection of crime and by authorised officers of Plymouth City Council for supervisory purpose and for authorised demonstration and training with the Head Teacher's authority.

8.3 A record will be maintained of the release of recordings to the Police or other authorised applicants.

8.4 Requests by the Police can only be actioned under section 29 of the Data Protection Act 1998.

8.5 Should a recording be required as evidence, a copy may be released to the Police under the procedures described in paragraph 8.1. Recordings will only be released to the Police on the clear understanding that it remains the property of the School, and both the recording and information contained on it are to be treated in accordance with this policy. The School also retains the right to refuse permission for the Police to pass to any other person the tape or any part of the information contained thereon. On occasions when a Court requires the release of an original recording, this will be provided by the School.

8.6 The Police may require the School to make and retain recordings for possible use as evidence in the future. Such recordings will be securely stored until they are needed by the Police.

8.7 Applications received from outside bodies (e.g. solicitors) to view or release recordings will be referred to the Head Teacher. In these circumstances recordings will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, a subject access request, or in response to a Court Order. A fee can be charged in such circumstances.

## **9. Training.**

9.1 Training will be given to those individuals that have been chosen by the Head Teacher to monitor and or replay incidents.

## **10. Breaches of the code (including breaches of security)**

10.1 Any breach of the CCTV policy by School staff will be initially investigated by the Head Teacher, in order for her to take any appropriate disciplinary action.

10.2 Any serious breach of the CCTV Policy will be immediately investigated and an independent investigation carried out to make recommendations on how to remedy the breach.

## **11. Complaints**

11.1 Any complaints about the School's CCTV system should be addressed to the Head Teacher.

11.2 Complaints will be investigated in accordance with Section 10 of this policy.

## **12. Access by the Data Subject**

12. 1 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.

12.2 Requests for Data Subject Access should be made in writing to the Head Teacher.

## **13. Public information**

13.1 Copies of this policy will be available to the public from the School website, the School office or the Head Teacher.

This policy will be reviewed bi-annually