

GREAT CHART PRIMARY SCHOOL

CCTV POLICY

September 2018



Our vision is to create a school community where children participate, succeed and are proud of their achievements. We strive to actively promote British values and prepare our children to become role models, thus preparing them for life in modern Britain. It is our belief that children come to Great Chart Primary School to be happy, successful and to be the best they can be. Our core values are: Respect, Aspiration, Responsibility, Resilience, Independence and Kindness.

CCTV POLICY

It is the intention of the Governing Body to promote and protect the wellbeing of its employees, pupils and other visitors to the school. This policy applies to all employees, governors, students, parents and other users of, and visitors to, the school.

Great Chart Primary School will maintain a CCTV system consisting of a number of fixed cameras located at strategic locations. CCTV cameras linked to a 24-hour recording facility operate at key points around the site. Data is stored securely centrally on the google drive/ system. The cameras can be located internally (Office Reception + school hall for lettings) or externally. The system does not have sound recording capability

This policy sets out the purposes of the system and the procedures to be followed when managing the system.

OBJECTIVES OF THE CCTV SYSTEM

1. To protect the school's buildings and its assets.
2. To assist in reducing vandalism and litter.
3. To increase personal safety and reduce the fear of crime or threatening behaviour.
4. To support the police in a bid to deter and detect crime.
5. To assist in the identifying, apprehending and prosecution of offenders.
6. 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 (in areas as stated above), 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 wellbeing of the school and its visitors. **For this reason the recording will be continuous.**

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. CCTV warning signs will be clearly and prominently placed. 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.

Cameras are not located in toilets, classrooms, cloakrooms, shared areas or offices

It will be ensured that private dwellings and property other than that in the periphery of a view that is focused on 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.

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 school will be the responsibility of the headteacher. The maintenance and monitoring of the system has been delegated to the.

The day to day management, maintenance and monitoring of the system will be the responsibility IT manager and Site Manager. The Headteacher and Business Manager are also authorised users of the system.

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

DATA ACCESS

Authorisation to view images will be restricted to the authorised users. Those people may authorise the viewing of images by other people only when it is necessary to fulfil the objectives of the system, for example to identify a person in an image. **Members of staff who have access to the images are: Site Managers, Office Manager & Receptionist, Business Manager and Headteacher.**

STORAGE

Recorded data will not be retained for longer than is necessary. 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. All data will be stored securely on the school's CCTV server. **Recorded images can only be viewed in restricted areas such as a secure office. When images are viewed a record will be kept stating the purpose of the viewing.**

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.

Applications received from outside bodies (e.g. solicitors) to view or release records will be referred to the Headteacher. Charges will be made to cover the costs of production and administration. 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 an authorised user. When no longer required for meeting the objectives of the system, all copies will be securely destroyed or kept on a student's file, if applicable.

COMPLAINTS

Any complaints about the school's CCTV system will follow the school's usual complaints procedure.

PUBLIC INFORMATION

Copies of this policy will be available to the public from the school upon request.

This policy will be reviewed annually.

This policy follows the guidelines set out by the ICO

<https://ico.org.uk/media/1542/cctv-code-of-practice.pdf>