



ST PETER'S RC HIGH SCHOOL



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CCTV Policy

June 2018

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Mission Statement

St Peter's RC High School is a community founded on mutual love and care for the individual in which the Faith of the Church underpins all our activities. Christ is our model in striving for excellence in all that we do and in valuing the unique contribution and gift of every member of our school community. St Peter's is committed to working with home and parish to enable all pupils to succeed in life.

CCTV Policy

The school uses its CCTV system to help protect against crime and also aids in the safety of pupils, staff, parents and members of the public whilst on school premises. The purpose of this policy is to regulate the management, operation and use of the closed-circuit television (CCTV) system.

The system comprises of a number of static and dome cameras located internally and externally around the school site. All cameras can be seen in the CCTV central room or the main school office. The main CCTV control room will be locked at all times with supervised and restricted access to only authorised staff (including any site staff).

This Policy follows the Data Protection Act 1998 & 2018 guidelines.

The CCTV and data are owned solely by the school.

Objectives of the CCTV System: -

- To provide a safe and secure environment for pupils, staff and visitors
- To protect the school buildings and assets within those buildings
- To increase personal safety and reduce the fear of crime
- To support the Police in a bid to deter and detect crime
- To assist in identifying, apprehending and prosecuting offenders
- To protect members of the public and private property
- To assist in managing the school

Images will only be released to the Police for use in the investigation of a specific crime and with the consent of the Headteacher. Release to the media would only be allowed with the written authority from the Police if this was required by them as part of a Police investigation.

The planning and design of the CCTV layout has endeavoured to ensure that the system will give maximum effectiveness and efficiency but it is not possible to guarantee the system will cover or detect every single incident taking place in the areas of coverage.

The CCTV will be in operation 24 hours a day, every day of the year. Images are automatically deleted after one calendar month. Footage will only be stored for a specific period of time in a secure location on the schools' network, with the consent of the Headteacher. The system is operated by the Premises Manager on behalf of the Headteacher in accordance with the principles and objectives expressed in this policy.

The Premises Manager will on a daily basis check that all cameras are functional and the system is recording properly. Unless an immediate response to events is required, or in anticipation of an event occurring, the cameras are not pointed directly at an individual or specific group of individuals.

If covert surveillance is planned, authorisation must be sought and granted by the Headteacher prior to commencement.

Breaches of the Policy (including breaches in security)

Any breach of the Policy by school staff will initially be investigated by the Headteacher (or appointed member of SLT), in accordance with the schools' Disciplinary policy.

Any serious breach of this Policy, including breaches made by the Headteacher, will be immediately investigated and an independent investigation carried out to make recommendations on how to remedy the breach, by the governing body.

Assessment of the System

System monitoring will include random checks by authorised staff. Regular reviews of the operation will take place and any necessary changes in procedure or camera sighting/position will be implemented.

Complaints

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

Access by the Data Subject

The Data Protection Act provides Data Subjects (individuals to who 'personal data' relates) with a right to view data held about themselves, including the obtained CCTV.

Requests for Subject Data access should be made by application to the Headteacher.

Requests may be refused if the footage has other people in it and/or it would put a criminal investigation at risk.

A copy of this Policy is available to the public from the school website

System Maintenance

The system will be subject to annual maintenance and repairs. Equipment and recordings may be viewed by personnel authorised to undertake installation and maintenance of the CCTV systems.

Authorised Staff Viewing

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

Only authorised members of staff can regularly view the CCTV footage and only authorised staff can use video playback if an incident as occurred. Captured images can only be granted with written permission from the Headmaster.

The appropriate CCTV log (See Table A) must be filled after video playback/captured images.

Authorised staff: Headteacher, Leadership team, Heads of year, Behaviour and Attendance manager, Premises manager, IT, Business Manager

Table A – Example copy of CCTV Log

[illegible]