

CLOSED CIRCUIT TELEVISION POLICY

Version: 1.0
Approved: 4 December 2018
Next review: December 2021
Co-ordinator: Andy Fisher

Rationale

This policy is in place to regulate the management, operation and use of the closed circuit television (CCTV) system at Sandwich Technology School. The system is owned and operated by the school and comprises a number of fixed and dome cameras located around the school site. This policy follows Data Protection Act guidelines and complies with the General Data Protection Regulation (GDPR). The policy will be subject to review periodically, but at least every 3 years, to include consultation as appropriate with interested parties.

Purpose

The purpose of the CCTV system is to protect the school's buildings and assets. It is also in place to increase personal safety, to reduce the fear of crime. It will be used to support the Police in a bid to deter and investigate crime and assist in identifying, apprehending and prosecuting offenders. The system is in place to protect members of the public and private property and to assist in the management of the school. Reference will be made to it in discussion with students, staff and parents when there are conflicts or adverse events in order to aid a solution.

Statement of intent

The CCTV Scheme will seek to comply with the requirements of the Data Protection Act/GDPR and the Information Commissioner's Office Code of Practice. The school treats the system and all information, documents and recordings obtained and used as data in accordance with the Act. Cameras will be used to monitor activities within the school to identify activity that could be criminal and breaches of conduct actually occurring, anticipated or perceived and for the purpose of securing the safety and well-being of the school community, together with its visitors.

The static cameras are not focussed on private homes, gardens or other areas of private property. Data will be kept for a maximum of 30 days and then over-written. Any footage secured as a result of CCTV will not be used for any commercial purpose. Recordings will only be released to the media for use in the investigation of a specific crime and with the written authority of the Police (recordings required as evidence will be properly recorded, witnessed and packaged by the Network Services Manager or School Business Manager before copies are released to the Police). Recordings will never be released to the media for purposes of entertainment. At the resolution of an investigation, any recordings retained will be destroyed by permanent electronic deletion or destruction via shredding or incineration for hard copy formats. Any breaches of this policy will be investigated by the School Business Manager. An independent investigation will be carried out for serious breaches. All breaches of the policy and CCTV procedures will be reported to the Headteacher and the Governing Body.

The planning and design of the CCTV coverage has endeavoured to 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.

CCTV coverage within the buildings, in corridors, stairwells, public and recreational areas are recording 24 hours a day, 7 days a week. Warning signs, as required by the Code of Practice of the Information Commissioner, have been placed all around the school highlighting that CCTV is in operation.

Implementation (Roles and Responsibilities)

The Headteacher has overall accountability for how the school utilises CCTV systems, including approval, organisation and management of all CCTV systems in use at the school. The day-to-day management will be the responsibility of the School Business Manager and designated members of the Senior Leadership Team. The Governing Body will undertake a passive monitoring role. The designated CCTV Control Room Team, will be under the direction of the Network Services Manager. The ICT or Network Technician will check and confirm the efficiency of the system on a regular basis and, in particular, that the equipment is properly recording and that cameras are functional.

Access to any CCTV clips will be strictly limited to members of the Senior Leadership Team, Pastoral Year Teams, Behaviour and Safeguarding Team and designated individuals only if authorised by the Headteacher or School Business Manager. Specific footage will be identified by the Control Room Team and placed within a protected electronic folder.

If out-of-hours or emergency maintenance arises, the Control Room Team must be satisfied of the identity and purpose of contractors before allowing entry or access. When not manned, the facility and CCTV systems must be kept secured. Other administrative functions will include maintaining recordings and hard disc space, filing and maintaining occurrence and system maintenance logs. This will be undertaken by the ICT Team. Emergency procedures will be used in appropriate cases to call the Emergency Services.

Complaints

Any complaints about the school's CCTV system should be addressed to the Headteacher. Complaints will be investigated by the School Business Manager in accordance with the School's Complaints Procedure.

Links to other policies/documents

Child Protection and Safeguarding Policy
Complaints Procedure
General Data Protection Regulation Policy
Health and Safety Policy
