



Mount Tamar  
Aspire – Adventure – Achieve

## **CCTV POLICY**

# **Mount Tamar School**

Policy Prepared by: SLT

Document Name	Meeting Submitted	Summary of Changes	Date for next Review
CCTV	Governors 12.2.14	Re-written policy	Spring 17
V2	SLT – Dec 17	Minor amendments	Dec 2020
V3	Dec 2020		

## **1. Introduction**

Mount Tamar School uses its CCTV system for a number of reasons. It is used to help protect against crime and also aids in the safety of pupils, staff, parents/carers and members of the public whilst on school premises. The camera system comprises a number of fixed cameras located around the school site.

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

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

- A. To protect the school buildings and their assets
- B. To increase personal safety and reduce the fear of crime
- C. To support the Police in a bid to deter and detect crime
- D. To assist in identifying, apprehending and prosecuting offenders
- E. To protect members of the public, Pupils, private property and staff
- F. 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 will seek to comply with the requirements both of the Data Protection Act and the Commissioner's Code of Practice.

The 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, 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.

Images will only be released to the Police for use for the investigation of a specific crime and with the consent of the Headteacher.

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 is in place

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

The scheme will be managed by the Headteacher, in accordance with the principles and objectives expressed in this policy. The day-to-day management will be the responsibility of both the Headteacher and the Site Manager. The Site Manager will manage the system out of hours and at weekends.

The control panel will only be used by the Leadership Team and Site Manager. The CCTV system will be in operation 24 hours a day, every day of the year.

### **5. Control of Cameras**

Visitors and contractors wishing to 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 that the identity of anyone 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, Site Staff and Contractors in the support of the system.

### **7. Monitoring Procedure**

Camera surveillance may be maintained at all times.

### **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 Before using each recording, media must be cleaned of any previous recording.
- ii The controller shall register the date and time of recorded insert.
- iii 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.

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.

### **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 nominated deputy and recommendations made on how to remedy the breach.

### **10. 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 this 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 a minimum of 28 days, unless specific incidents have been recorded to disk for investigation.