



CCTV Policy

Reviewed by Finance, HR and Premises Committee: Summer 2022

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Date for Next Policy review: Summer 2023

INTRODUCTION

The YES Trust and its schools use their CCTV systems for a number of reasons. It is used to help protect against crime and also aids in the safety of Students, staff, parents, visiting professionals and members of the public whilst on Trust/school premises. The camera systems we use comprises a number of fixed and dome cameras located around the school sites.

Cameras can be monitored and adjusted from the school office, and Headteachers, Office Managers, and Site Managers also have access to footage remotely, via a password protected portal. This code of practice follows the Data Protection Act 2018 and General Data Protection Regulations (GDPR) guidelines and will be subject to bi-annual review.

The CCTV system is owned solely by the Trust, and members of the Trust Executive Leadership team are allowed immediate access to CCTV footage at any of the Trust's premises, at any time.

OBJECTIVES OF THE CCTV SYSTEM

- To protect the school buildings and their assets
- To increase personal safety and reduce the fear of crime
- To support high level teaching and learning
- 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, private property, students, staff and visitors
- To assist in managing the school

STATEMENT OF INTENT

The CCTV system is registered with the Information Commissioner under the terms of the Data Protection Act 2018 guidelines and the Trust will seek to comply with the requirements both of the Data Protection Act and the Commissioner's Code of Practice.

The Trust 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 Trust's schools, 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. Wherever possible, within all schools, cameras will be positioned to cover site entrances/exits, car parks and reception/lobby areas. Camera's may also be positioned in dining/social areas and corridors around the school where

appropriate, to help safeguard staff and pupils. This is especially important in areas that do not have direct supervision from staff.

Private dwellings and property other than that in the periphery of a view that is centrally focused upon school site locations, will be blanked out from any camera view.

Unless an immediate response to events is required, staff must not direct cameras at an individual, their property or a specific group of individuals, without authorisation being obtained from the Headteacher (or Deputy in their absence), as set out in the Regulation of Investigatory Power Act 2016. Images will only be released to the Police for use for the investigation of a specific crime and with the consent of the Headteacher (or Deputy in their absence).

No images will be released to anyone for the purposes of entertainment. The planning and design of the CCTV layout in schools has endeavoured to ensure that the scheme will give maximum effectiveness and efficiency, but it is not possible to guarantee that the systems will cover or detect every single incident taking place in the areas of coverage.

It is not the intent of the Trust to use CCTV in classrooms. However, if after an appropriate risk assessment has been carried out it is deemed to be necessary by a Headteacher / DSL for the safety of staff and pupils, then staff will be consulted, and cameras may be installed. This must be done in consultation with Executive Trust Leaders.

OPERATION OF THE SYSTEM

The CCTV will be managed by the Trusts Director of Business and on site by school Headteachers, in accordance with the principles and objectives expressed in this policy. The day-to-day management will be the responsibility of the School Office Manager and Site Manager during the school day. The control panel will only be used by the Leadership Team. The CCTV systems will be in operation 24 hours a day, every day of the year.

CONTROL OF CAMERAS

The Office Manager and/or Site Managers will, on a daily basis, check that all cameras are functional and the system is recording. Administrative functions will include the maintenance of hard disc space. Visitors and contractors wishing 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 of the identity of anyone who is 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.

MONITORING AND STORAGE

Information is held on the hard drive of the CCTV unit and is automatically wiped after a set period of time. This period is currently set to a maximum of 40 days. However, any safeguarding incidents or incidents of a criminal nature or, if any information is required for evidence it will be extracted and saved on a USB drive (kept under lock and key in the main office or headteachers office) on file indefinitely. If covert surveillance is planned, authorisation must be sought from and granted by the Headteacher (or Deputy in their absence) prior to commencement.

SIGNAGE

Schools using CCTV on their sites must display signage to inform all site users that CCTV is in operation on site. There should be clearly visible signs both externally, near the site entrances, and internally, when people are entering the building.

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:

- Each record must be identified by a unique mark.
- Before using each recording, media must be cleaned of any previous recording.
- The controller shall register the date and time of recorded insert, including the reference.
- A recording required for evidential purposes must be sealed, witnessed, signed by the controller, dated and stored in a separate, secure store. If the record is not copied for the police before it is sealed, a copy may be made at a later date providing that it is then resealed, witnessed, signed by the controller, dated and returned to secure storage.
- 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. Viewing of records by the Police must be recorded in writing in the log book.

Requests by the Police can only be actioned under section 29 of the Data Protection Act 2018. 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 the Police needs them.

Applications received from outside bodies (e.g. solicitors) to view or release records will be referred to the Headteacher. A charge may be made to cover the costs of producing the material.

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 Director of Business, or if appropriate, the Headteacher of the school (or appointed senior member of staff) and recommendations made on how to remedy the breach.

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 the Local Support Board (LSB). Complaints will be investigated in accordance with the [Complaints policy](#).