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Iver Village Junior School
CCTV Policy 2018 - 2021

Children have the right to be safe
Article 34/35/36/37/39

Written By: Mrs Chapman-Allen
This policy was adopted: January 2018
The policy is to be reviewed by: January 2021

Introduction

The purpose of this policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Iver Village Junior School.

The system comprises of a total of 4 fixed cameras which are located at the main entrance and common areas of the School. All cameras are monitored from a Central Control point and are only available to selected senior staff.

This policy follows Data Protection Act guidelines.

The policy will be subject to review bi-annually.

The CCTV system is owned by the School.

Objectives of the CCTV scheme

- A) To protect pupils and staff in the school
- B) To protect the school buildings and their assets
- C) To deter potential criminal offenders
- D) To increase personal safety and reduce the fear of crime
- E) To assist in identifying, apprehending and prosecuting offenders
- F) To protect members of the public and private property
- G) To assist in managing the school

Statement of intent

The CCTV Scheme will be registered with the Information Commissioner under the terms of the Data Protection Act 1998 and will seek to comply with the requirements both of the Data Protection Act and the Commissioner's Code of Practice.

- Iver Village Junior School will treat the system and all information, documents and recordings obtained and used as data which are protected by the Act.
- Cameras will be used to monitor activities within the school and other public areas to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and well-being of the school, together with its visitors.
- Staff have been instructed that static cameras are not to focus on private homes, gardens and other areas of private property.
- 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 an authorisation being obtained.
- Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Information will only be released to the media for use

in the investigation of a specific crime and with written authority of the police.

- 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.
- Warning signs, as required by the Code of Practice of the Information Commissioner have been placed at all access routes to areas covered by the school CCTV.

Operation of the system

The Scheme will be administered and managed by the Headteacher, in accordance with the principles and objectives expressed in the code.

The day-to-day management will be the responsibility of both the Senior Leadership and the Management Team and the Site Manager.

The CCTV system will be operated 24 hours each day, every day of the year.

Cameras are focused on the main entrance areas and other common areas within the school building. Cameras are NOT located in any discrete areas such as toilets.

Control Points

The Site Manager/Headteacher will check and confirm the efficiency of the system daily and, in particular, check that the equipment is properly recording and that cameras are functional.

Access to the CCTV Controls will be strictly limited to nominated staff.

Monitoring procedures

Camera surveillance can be maintained at all times.

There are two monitor points in the Reception Office and the Headteachers office.

When reviewing any incidents, no one other than personnel authorised by the Headteacher should be present when reviewing any CCTV footage.

Recording procedures

Recorded images will be stored in a way that ensures the integrity of the image and in a way that allows specific times and dates to be identified. Access to live images is restricted to the CCTV operator unless the monitor displays a scene which is in plain sight from the monitored location. Recorded images can only be viewed in a restricted area by approved staff. The recorded images are viewed only when there is suspected criminal activity and not for routine monitoring of pupils, staff or visitors.

The school reserves the right to use images captured on CCTV where there is activity that the school cannot be expected to ignore such as criminal activity, potential gross misconduct, or behaviour which puts themselves or others at

risk. These recordings may be used in governor meetings. Images retained for evidential purposes will be retained in a locked area accessible by the system administrator only. Where images are retained, the system administrator will ensure the reason for its retention is recorded, where it is kept, any use made of the images and finally when it is destroyed.

Neither the Data Protection Act nor the Information and Records Management Society prescribe any specific minimum or maximum periods which apply to CCTV recorded images. The school ensures that images are not retained for longer than is necessary. Once the retention period has expired, the images are removed or erased.

Any recording required for evidential purposes must be sealed, witnessed, signed by the Associate Head of School, dated and stored in a separate, secure place.

No one other than authorised personnel should be present when a recording is made, or when an incident is viewed.

Recordings may be viewed by the Police for the prevention and detection of crime and by authorised officers for supervisory purpose and for authorised demonstration and training with the Headteacher.

A record will be maintained of the release of recordings to the Police or other authorised applicants.

Requests by the Police can only be actioned under section 29 of the Data Protection Act 1998.

Should a recording be required as evidence, a copy may be released to the Police under the procedures described in paragraph 8.1.

Recordings will only be released to the Police on the clear understanding that it remains the property of the School, and both the recording and information contained on it are to be treated in accordance with this policy. The School also retains the right to refuse permission for the Police to pass to any other person the information or any part of the information contained thereon.

On occasions when a Court requires the release of an original recording, this will be provided by the School.

The Police may require the School to make and retain recordings for possible use as evidence in the future. Such recordings will be securely stored until they are needed by the Police.

Applications received from outside bodies (e.g. solicitors) to view or release recordings will be referred to the Associate Head of School. In these circumstances recordings will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, a subject access request, or in response to a Court Order. A fee can be charged in such circumstances.

Breaches of the code (including breaches of security)

Any breach of the Code of Practice by school staff will be initially investigated by the Headteacher, in order for him/her to take the appropriate disciplinary action. Any serious breach of the Code of Practice will be immediately investigated and an independent investigation carried out to make recommendations on how to remedy the breach.

Complaints

Any complaints about the School's CCTV system should be addressed to the Headteacher. Complaints will be investigated in accordance with the above paragraph (breaches of the code) of this policy.

Access to 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.

Public information

Copies of this policy will be available to the public from the School website, the School office and the Associate Head of School.