

CCTV POLICY

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CCTV POLICY
QUEEN BOUDICA
COMMUNITY PRIMARY SCHOOL

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Resources Committee
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Queen Boudica Primary School

CCTV POLICY

Introduction

The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Queen Boudica Primary School. The system comprises of cameras situated on the outside of the building and a recording device. (See Appendix 1 for details of the current system configuration)

All cameras are controlled from the Site Managers office and can only be accessed by the Site Manager or the school's external contractor (Panther Security at the time of installation and ongoing maintainer to the school) The school's external Premises Support consultant also has access to the system when on site in the event that the site Manger is not available.

The school owns the CCTV system, which was installed by Panther Security.

The Policy will be subject to review by the Governing body. This Policy follows the Data Protection Act and guidelines issued by the Information Commissioners Office (ICO).

Objectives of the CCTV Policy

The objectives of the school's use of CCTV are:

- a) To increase personal safety of pupils, staff and visitors, and reduce the fear of crime
- b) To protect the school buildings and their assets
- c) To support the Police in a bid to deter and detect crime
- d) To assist in identifying, apprehending and potentially prosecuting offenders
- e) To protect members of the public and private property

Statement of intent

The CCTV Scheme has been 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. The school will treat the system and all information, documents and recordings obtained and used as data protected by the Act.

Cameras will be used to monitor activities within the school grounds, in the vicinity of the access gates to identify adverse activity actually occurring, anticipated or perceived, and for the purpose of securing the safety and wellbeing of the school's pupils, staff and visitors.

Cameras are positioned to ensure they do not focus on private homes, gardens and other areas of private property.

Materials or knowledge secured as a result of CCTV use will not be used for any commercial purpose. Recorded images will only be released for use in the investigation of a specific crime and with the written authority of the police. Recorded images will never be released to the media for purposes of entertainment.

The planning and design has endeavoured to ensure that the CCTV scheme will provide maximum effectiveness and efficiency within available means, but it is not possible to guarantee that the system will cover, or detect every 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's CCTV system.

Operation of the system

The CCTV system will be administered and managed by the school in accordance with the values and objectives expressed in the code. The day-to-day management will be the delegated responsibility of the Head teacher during the day and the Site Manager out of hours (including weekends).

The CCTV system will operate 24 hours each day, every day of the year, recording all activity.

Control and Liaison

An annual maintenance contract has been secured with Panther Security who will periodically check and confirm the efficiency of the system and, in particular that the equipment is properly recording and that cameras are functional. The school will liaise with Panther Security regarding servicing and/or repairs and maintenance of the system.

Monitoring procedures

- Camera surveillance shall be maintained at all times and footage continuously recorded and held on system memory.
- To maintain and preserve the integrity of any device 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 shall be strictly adhered to:
 - Each device must be identified by a unique reference number.
 - Before using, each device must be cleared of any previous recording.
 - The person responsible for recording shall register the date and time of the recording and the device reference number in the school logbook. (Appendix 2)
- A recording required for evidential purposes must be recorded on a device and the device sealed, witnessed, signed by the member of staff responsible for the recording, dated and stored in the school safe. If an image is copied on to a device 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 member of staff, dated and returned to the safe.
- The images may be viewed by the Police for the prevention and detection of crime. A record will be maintained of the release of stored images to the Police or other authorised applicants. A register will be maintained for this purpose.
- Viewing of footage by the Police or any external individual must be recorded in writing and entered in the register. Requests by the Police can only be authorised under section 29 of the Data Protection Act 1998. Should an image be required as evidence, a copy may be released to the Police under the procedures described in paragraph 6(d) of this code. Images will only be released to the Police on the clear understanding that the recording device remains the property of the school and that both the device 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 to any other person the device or any part of the information contained thereon. On occasions when a Court requires the release of an original Image stored on a device this will be produced from the safe, complete in its sealed bag.
- The Police may require the school to retain any stored images for possible use as evidence in the future. Such stored images will be properly indexed and securely stored until the Police need them.

- Applications received from outside bodies (e.g. solicitors) to view or release footage stored on the system or images stored on devices will be referred to the Head teacher. In these circumstances images will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, or in response to a Court Order. A fee may be charged in such circumstances, currently £10.
- Breaches of the code (including breaches of security): The Head teacher, or a senior leader acting on their behalf, will initially investigate any breach of the Code of Practice by school staff. Any serious breach of the Code of Practice will be subject to the terms of disciplinary procedures already in place.
- The school's governing body will also have responsibility for the monitoring of the CCTV system and ensuring that the school is complying with the CCTV policy. A monitoring visit will be arranged by the governing body on a regular basis to ensure that the policy is adhered to (this would normally be covered as part of the health and safety monitoring visit).

Complaints

Any complaints about the school's CCTV system should be addressed to the Headteacher. Complaints will be dealt with in accordance with the ICO Code of Practice.

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 them, including those obtained by CCTV. Requests for Data Subject access should be made through the Head teacher.

Public information

Copies of this policy will be available to the public from the school website or from the school office.

Policy Written: March 2017

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Appendix 1 - Location of cameras.

- Two cameras are situated on the outside wall of the lower boiler house. 1 camera monitors the car park. The other camera monitors the pupil entrance gate.
- One Camera is situated on the front entrance doors and this monitors the main visitor entrance gate.
- One camera is situated in the entrance lobby and this monitors the reception desk.
- One Camera is situated on the outside wall of the reception office and this monitors the EYFS entrance gate.
- One Camera is situated on the outside wall of the EYFS outside area and this monitors the EYFS area and the path to the children's centre.

Date & Time	Staff Members Name	CAMERA DETAILS Location/number	REASON FOR VIEWING	IF INCIDENT GIVE BRIEF DESCRIPTION OF INCIDENT AND ACTION TAKEN	IF FAULT GIVE DETAILS OF FAULT / MAINTENANCE AND ACTION TAKEN

Appendix 2 - CCTV Log Book Template