



CCTV Policy



1 Rationale

- 1.1 The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at King James's School, hereafter referred to as 'the school'.
- 1.2 The system comprises a number of fixed and dome cameras located around the school site which may include sound functionality. All cameras are monitored within the school and by the school's preferred monitoring company.
- 1.3 The school's CCTV Scheme ('the scheme') will be registered with the Information Commissioner under the terms of the Data Protection Act 1998. The use of CCTV, and the associated images and any sound recordings is covered by the Data Protection Act 1998. This policy outlines the school's use of CCTV and how it complies with the Act.
- 1.4 The Code of Practice will be subject to review periodically, but at least biannually, to include consultation as appropriate with interested parties.
- 1.5 The CCTV system is owned by the school. Deployment of it is determined by the school's leadership team. All authorised operators and employees with access to images will be aware of the procedures and responsibilities that need to be followed.

2 Principles

- 2.1 The objectives of the scheme are:
 - 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, detect and investigate crime
 - d. To assist in identifying, apprehending and prosecuting offenders
 - e. To protect members of the public and private property
 - f. To assist in managing the school
 - g. To protect and maintain the well-being of young people and vulnerable adults who may be on the site

3 Statement of Intent

- 3.1 The school will comply with Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly and safeguards both school and confidence in its continued use.

CCTV warning signs will be clearly and prominently placed at all external entrances to the school, including school gates. In areas where CCTV is used, the school will ensure that there are prominent signs placed at both the entrance of the CCTV zone and within the controlled area. The planning and design will endeavour to ensure that the scheme will give maximum effectiveness and efficiency. It is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage. The scheme will monitor activities within the school and its car parks 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.

- 3.2 CCTV will not be generally used in classrooms but in areas within school that have been identified by staff and pupils as not being easily monitored. CCTV will only be used in classrooms where there is the need to monitor the security of equipment, such as I.T.

The school may in exceptional circumstances set up covert monitoring. If such surveillance is requested, for example, by the police for the detection and prevention of crime, specific legal requirements will have to be satisfied, mainly contained in the Regulation of Investigatory Powers Act 2000.

- 3.3 Static cameras are positioned to ensure they do not focus on private homes, gardens and other areas of private property.

4 System Operation

- 4.1 The Scheme will be administered and managed by the Headteacher, in accordance with the principles and objectives expressed in the code.
- 4.2 The day-to-day management will be the responsibility of the Business Manager, assuming the role of the Data Controlling Officer.
- 4.3 The CCTV system will be operated 24 hours each day, every day of the year.

5 Control Room

- 5.1 Access to the CCTV facilities will be strictly limited to the leadership team, pastoral team and caretakers. Recorded data will not be retained for longer than is necessary. While retained, the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of the people whose images have been recorded.
- 5.2 The school will ensure that there is a consistent approach across all operating users to managing access to, and the storage of CCTV images.
- 5.3 All retained data will be stored securely.

6 Subject access requests

- 6.1 Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act. All requests should be made in writing to the Headteacher and include sufficient information to enable the footage relating to them to be identified (eg date, time and location). The school will respond to requests within 30 calendar days of receiving the written request and fee. A fee of £20 will be charged per request. The school reserves the right to refuse access to CCTV footage in line with the Information Commissioner's Office (ICO) CCTV Code of Practice.

7 Access to and Disclosure of Images to Third Parties

- 7.1 There will be no disclosure of recorded data to third parties other than to authorised personnel such as the Police and service providers to the school where these would reasonably need access to the data (e.g. investigators). Requests should be made in writing to the Headteacher. The data may be used within the school's discipline and grievance procedures as required, and will be subject to the usual confidentiality requirements of those procedures.

The details of any data released to a third party should be formally recorded, to also include the date of the disclosure, to whom, reasons for the request and any other relevant information, such as a crime incident number.

8 Complaints

- 8.1 Complaints and enquiries about the operation of CCTV within the school grounds should be directed to the Headteacher in the first instance.