APPENDIX 11

CCTV Policy

This policy was approved and ratified by

Cox Green School

on 9/1/24

Version	Authorisation	Approval Date	Effective Date	Next Review
1	Full Governing Body	15/10/13	15/10/13	Sept 2015
1.1	Full Governing Body	20/10/15	20/10/15	Sept 2017
1.2	Finance & Resources Committee	10/10/17	10/10/17	Sept 2020
1.3	Finance & Resources Committee	24/4/18	24/4/18	April 2021
1.4	Finance & Resources Committee	23/02/21	23/02/21	Feb 2024
1.5	Cox Green School	9/1/24	9/1/24	Jan 2027

Objectives of the CCTV System

This document sets out the appropriate actions and procedures, which must be followed to comply with the Data Protection Act 2018 in respect of the use of CCTV (closed circuit television) surveillance systems managed by Cox Green School.

This policy has due regard to the following statutory and good practice guidance:

- DfE (2019) 'School and college security'

The CCTV System includes static and pan, tilt and zoom (PTZ) cameras and is used for the following purposes:

- To safeguard the safety of pupils, staff and visitors;

- To protect the school's buildings and its assets;

- To increase personal safety and reduce the fear of crime;

- To support the Police in a bid to deter and detect crime;

- To assist in the identifying, apprehending and prosecution of offenders;

- To protect staff, students, members of the public and private property;

- To support the school's policies, such as but not limited to, the behaviour policy.

Statement of Intent

The school will treat the CCTV system and all information, documents and recordings obtained in the strictest confidence.

CCTV cameras will be used to monitor activities within the school, 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 and its visitors.

It will be ensured that private dwellings and property other than that in the periphery of a view that is focused upon school site locations will not be covered by the CCTV cameras primary focus.

The planning and design of the system will aim to ensure that the scheme gives maximum effectiveness and efficiency, but it is recognised that no system can guarantee to cover or detect every single incident taking place in the areas of coverage.

Unless an immediate response to events is required to meet the objectives of the system, staff will not direct cameras at an individual, their property or a specific group of individuals.

Warning signs will be placed at entry and key points to advise everyone that the area is covered by the school site CCTV system.

CCTV cameras with audio recording capabilities will be deployed in appropriate areas only where the need for this is justified. CCTV with Audio warning signs will be in place on entry points to areas covered by Audio recording.

Operation of the System

- The management of the system will be the responsibility of the IT and Facilities Operations Manager.

- The day to day management will be the responsibility of the IT Support Team.

- Only authorised users may directly use the system. These will be authorised by the IT and Facilities Operations Manager or Business Manager.

- The system will aim to be in operation 24 hours a day, every day of the year.

Control of the System

A member of the Site or IT Support team will, on at least a weekly basis, check that all cameras are functional and that the system is recording.

Authorised users and managers of the CCTV system will satisfy themselves as to the identity of anyone wishing to have access to the images from the system and the purpose of the access. In the event that doubt of identity or purpose exists, permission will be refused. External persons will not be allowed to view CCTV recordings without permission from a member of the schools Senior Leadership Team or IT & Facilities Operations Manager.

Images captured by the system will usually be stored for at least 30 days. Recordings that are exported for viewing as part of an access request will be stored securely until such a time as the recordings are deemed no longer required.

When disposing of equipment that contains stored images, this equipment will be physically destroyed or securely erased by a competent contractor.

CCTV Access

Downloading images and footage is allowed by the following staff:

- IT Support Team;
- Facilities Team;
- Business Manager.

These staff are trained to understand the administrative regime to control the use of the images.

Audio recordings on footage is limited to the IT & Facilities Operations Manager and the Network Manager. Any requests for audio related recordings will only be processed by these staff.

The school enables private viewing of CCTV footage to school staff to support with other school policies, such as but not limited to the behaviour policy. Where absolutely necessary to support this, students, parents and members of the public may view images. When this occurs, it will be carried out in a controlled manner as to ensure copies of the images or footage are not taken or removed from school, and that images are only view for as long as necessary and appropriate. This will only take place where no alternative means are available and where the school is legally entitled to do this.

Requests for Information

A CCTV log will be maintained recording details of any external requests for access to the system and the details of any data supplied, to whom, when and for what purpose digitally on the the CCTV request form. If images or footage are exported for an internal request, then approval by the Headteacher will be requested.

Copies of images can be produced where required for the purposes of meeting the objectives of the system. A record will be kept in the CCTV log of the format of the copy and the person to whom the copy was given. No additional copies will be made without permission from a member of the SLT or the IT and Facilities Operations Manager. When no longer required for meeting the objectives of the system, all copies will be securely destroyed.

Access by Individuals

Cox Green School recognises the rights of staff, students and visitors to the school to make a subject access request for details of personal data held.

Applications should be made in writing to the Headteacher. For more information please review the Data Protection Policy on the school website.

Maintenance and Expansion of the CCTV system

The IT and Facilities Operations Manager is in charge of the maintenance of the CCTV system and cameras. The IT Support team are tasked to perform any hardware maintenance and most CCTV installations. Where expanding the CCTV system, the IT and Facilities Operations Manager will liaise with the Business Manager as to the priority areas that need coverage, ensuring the need for coverage in the area matches or exceeds the cost of implementing coverage.

The CCTV system has been upgraded in past years to provide better quality and expandability. This has increased the usability of CCTV recordings as evidence. Therefore, when and where required additional cameras are much easier and cheaper to have installed, in the event there is likelihood that CCTV would prevent or capture an incident taking place, the school can justify installation of CCTV to almost any area given sufficient cause.

Access by the Leisure Focus

CCTV recordings captured during Leisure Focus operating hours will be accessible to Leisure Focus employees for the purpose of site safety and security.

The school will have access to footage taken within its operating hours held by Leisure Focus.

Access by the Police

Requests which show students/staff should be approved by a member of SLT specifying the date and time (as far as possible) of the image (not for burglaries, etc). If this is not possible, the IT and Facilities Operations Manager can authorise release of footage when unable to reach a member of SLT and the footage is part of an active police investigation.

If the decision is taken not to release the images, then the image in question will be held and not destroyed until all legal avenues have been exhausted.

Communication of policy

This policy will be published on the school website and the staff intranet.

Review of Policy

This policy shall be reviewed by Senior Leadership Team every 3 years.