



Use of CCTV in School

Revised: January 2015

Review date: December 2016



Introduction

The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Cardinal Allen Catholic High School. The system comprises a number of fixed and dome cameras located around the school site. All cameras are monitored from a Central Site Office and are only available to designated staff – members of the Site Team and members of the Senior Leadership and Management Team. This Code follows Data Protection Act guidelines. The CCTV system is owned by the school.

Objectives of CCTV installation

- To increase personal safety and well-being of staff, students and visitors
- To protect the school buildings and their assets
- To assist in identifying either staff, pupils or visitors who are either offensive, misuse ICT or maliciously cause damage to school property
- To protect members of staff
- To assist in managing the school

Statement of intent

The CCTV Scheme will 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 which are protected by the Act.

Cameras will be used to monitor activities within the school to identify unreasonable activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and well-being of the school, together with its visitors. Materials or knowledge secured as a result of CCTV

will not be used for any commercial purpose. Recordings will not be released to the media for use in the investigation of a specific crime unless there is an instruction from a higher authority such as 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.

Location of cameras: We are not obliged to name the location of all cameras. However, for the purposes of interviews with visitors to school, cameras with audio are located in:

- *Headteacher & Deputy Headteacher Offices*
- *The small interview room at the front of school*
- *The entry foyer area*



Warning signs, as required by the Code of Practice have been placed in all areas covered by the school CCTV.

Operation of the system: The Scheme will be administered and managed by Cardinal Allen's ICT Managers, in accordance with the principles and objectives expressed in the code. The day-to-day management will be the responsibility of both ICT Managers and the Site Manager. The CCTV system will be operated 24 hours each day, every day of the year.

Control Room: The ICT Managers will check and confirm the efficiency of the system and in particular that the equipment is properly recording and that cameras are functional.

Monitoring procedures: Access to the CCTV recordings will be strictly limited to the ICT Managers and the Senior Leaders. Camera surveillance may be maintained at all times. A monitor is installed in the Control Room to which pictures will be continuously recorded.

External use of recordings: The Police may require the school to retain recordings for possible use as evidence in the future. Applications received from outside bodies (e.g. solicitors) to view or release recordings will be referred to the Headteacher. 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.

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 the Headteacher 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 by the Headteacher & Senior Leaders.

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