



# CCTV Policy

## Vision

At Holy Trinity we welcome you to an exciting world of learning, discovery and friendship. We are passionate about nurturing every child, helping them to find and develop their own talents and be the best that they possibly can. Children will learn within a Christian community, surrounded by support, kindness, respect and fun; and will leave with fantastic memories to cherish forever.

Policy drafted by: Penny Cox  
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## Introduction

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

The system comprises of 4 fixed cameras located around the school site. All cameras are monitored from a central point in the school office, adjustment and replay are only available to selected staff.

This policy follows Data Protection Act guidelines and will be subject to review to include consultation as appropriate with interested parties.

The CCTV system is owned by the school.

## Objectives of the CCTV scheme

- To protect the school buildings and their 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 identifying, apprehending and prosecuting offenders
- To protect members of the public and private property
- 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. 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, 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 wellbeing 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 using the school's forms for Directed Surveillance to take place, as set out in the Regulation of Investigatory Power Act 2000.

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

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 head teacher, 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 Team (SLT) and the Site Manager, Trevor Bell. Out of hours and at weekends the Site Manager has responsibility. The CCTV system will be operated 24 hours each day, every day of the year.

### **Control Room – School Office**

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

Access to the CCTV's functions will be strictly limited to the SMT and the Site Manager by the means of a lockable panel. Full details of reviews of Tapes, including time/data of use will be recorded.

Emergency procedures will be used in appropriate cases to call the Emergency Services.

### **Monitoring procedures**

Camera surveillance may be maintained at all times. A monitor is installed in the Control Room to which pictures will be continuously recorded.

If covert surveillance is planned, it can only be undertaken by the police or the Council using the appropriate authorisation forms.

### **Video tape procedures**

In order to maintain and preserve the integrity of the tapes 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 must be strictly adhered to:

- Each tape must be identified by a unique mark.
- Before using, each tape must be cleaned of any previous recording.
- The controller must register the date and time of tape insert, including tape reference.
- A tape required for evidential purposes must be sealed, witnessed, signed by the controller, dated and stored in a separate, secure, evidence tape store. If a tape is not copied 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 controller, dated and returned to the evidence tape store.
- If the tape is archived the reference must be noted.

Tapes may be viewed by the police for the prevention and detection of crime and authorised officers of the Council. A record will be maintained of the release of tapes to the police or other authorised applicants. A register will be available for this purpose.

Viewing of tapes by the police must be recorded in writing and in the log book. Requests by the police can only be actioned under section 29 of the Data Protection Act 1998.

Should a tape be required as evidence, a copy may be released to the police under the procedures described in the above bullet points of section 8 of this Code. Tapes will only be released to the police on the clear understanding that the tape remains the property of the school, and both the tape 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 tape or any part of the information contained thereon. On occasions when a Court requires the

release of an original tape, this will be produced from the secure evidence tape store, complete in its sealed bag.

The police may require the school to retain the stored tapes for possible use as evidence in the future. Such tapes will be properly indexed and properly and securely stored until they are needed by the police.

Applications received from outside bodies (for example solicitors) to view or release tapes will be referred to the Head teacher. In these circumstances tapes 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: £10 for subject access requests; a sum not exceeding the cost of materials in other cases.

### **Breaches of the code (including breaches of security)**

Any breach of the Code of Practice by school staff will be initially investigated by the Head teacher, in order for them 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 Head teacher.

### **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 themselves, including those obtained by CCTV. Requests for data subject access should be made on an application form available from the Head teacher. A fee of £20 may be charged to cover costs.

### **Public information**

Copies of this Code of Practice will be available to the public from the School Office and the Head teacher.

### **Summary of Key Points**

This Code of Practice will be reviewed every three years.

The CCTV system is owned and operated by the school.

The Office is not manned out of school hours.

The control of the CCTV is locked down and will not be only be accessed with good reason.

Liaison meetings may be held with the police and other bodies.

Recording tapes will be used properly indexed, stored and destroyed after appropriate use.

Tapes may only be viewed by authorised Council and school officers, necessary staff and governors and the police.

Tapes required as evidence will be properly recorded witnessed and packaged before copies are released to the police.

Tapes will not be made available to the media for commercial or entertainment.

Tapes will be disposed of securely by incineration.

Any breaches of this code will be investigated by the Head teacher. An independent investigation will be carried out for serious breaches.

Breaches of the code and remedies will be reported to the Head teacher.