



CCTV SYSTEM POLICY & PROCEDURES

1. Introduction

- 1.1 The purpose of this policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Ruskin Community High School.
- 1.2 The system comprises a number of fixed and dome cameras located internally and externally on the School property. Images are recorded on computer and Digital Video Recorder and are only available to selected senior staff and nominated operators.
- 1.3 The system does not have sound recording capability.
- 1.4 This policy follows Data Protection Act guidelines.
- 1.5 The policy will be subject to review annually.
- 1.6 The CCTV system is owned by the School.

2. Objectives of the CCTV scheme

- 2.1 (a) To protect the School students, staff, buildings and assets on School property
(b) To assist in identifying, apprehending and prosecuting offenders
(c) To assist in managing the School
(d) To support the police if necessary

3. Statement of intent

- 3.1 The School will treat the system and all information, documents and recordings obtained and used as data which are protected by the Data Protection Act.
- 3.2 Cameras will be used to monitor activities within the School grounds to identify any person who mistreats School equipment or premises, or who pose a Health and Safety risk.
- 3.3 Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Images will only be released to external agencies with responsibility for law enforcement. The company/companies tasked with supporting and maintaining the CCTV system may and from time to time, view the cameras and the images during execution of that role.
- 3.4 Warning signs, as required by the Policy of the Information Commissioner have been placed in all rooms covered by the School CCTV. Warning signs have also been placed at the entrance to the School covering the external use of the cameras.
- 3.5 The introduction of, or changes to, CCTV monitoring will be subject to consultation with staff and the school community.

The procedures below may be updated by the School as appropriate.

PROCEDURES

4. Operation of the system

5. The CCTV system is owned and operated by the school and the deployment of which is determined by and the schools leadership team.
- 5.1 The system will be administered and managed by the Headteacher, in accordance with the principles and objectives expressed in the policy.
- 5.2 The day-to-day management will be the responsibility of Business Manager and Site Team.

- 5.3 The CCTV will be controlled, and recordings made, in a secure location. Access will be limited to the Senior Management Team, Network Manager, Site Manager and others with explicit authority of the Headteacher.
- 5.4 The CCTV system will be operated 24 hours each day, every day of the year, allowing for maintenance interruptions and hardware failure.

6. Monitoring procedures

- 6.1 Camera surveillance may be maintained at any time.
- 6.2 A computer / DVD drive is installed, to which pictures will be continuously recorded. This hard drive must be password protected.
- 6.3 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

7. Procedures for viewing stored images.

- 7.1 Images may be viewed by the police for the prevention and detection of crime, authorised officers of Cheshire East Borough Council for supervisory purposes, authorised demonstration and training.
- 7.2 A record will be maintained, by the Site Maintenance Officer, of the release of images to the police or other authorised applicants.
- 7.3 Applications received from outside bodies (e.g. solicitors) to view or release tapes will be referred to the Headteacher. In these circumstances images 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.
- 7.4 Images may only be viewed in order to meet (or attempt to meet) one or more of the objectives of the CCTV system identified in 2 above.
- 7.5 Images may be viewed by the Headteacher or delegated to another member of the Senior Leadership Group. Wherever possible the Headteacher will be present.

8. Breaches of the policy (including breaches of security)

9. All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images. All operators are trained by the school data controller in their responsibilities under the CCTV Code of Practice. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images.
- 9.1 Any breach of the policy by School staff will be initially investigated by the Headteacher, in order for him/her to take the appropriate disciplinary action.
- 9.2 Any serious breach of the policy will be immediately investigated and an independent investigation carried out to make recommendations on how to remedy the breach.

10. Complaints

- 10.1 Any complaints about the School's CCTV system should be addressed to the Headteacher.
- 10.2 Complaints will be investigated in accordance with Section 9 of this policy.

11. Public Information

This policy will be available to the public on the School website or copies can be requested from the School Office.