

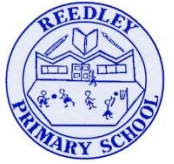
Reedley Primary School

Reedley School Reedley Road Reedley Burnley BB10 2NE 01282 693688

www.reedley.lancs.sch.uk

Headteacher: Mrs Sarah Bell

Reedley Primary School - Policy on CCTV



Our school nurtures curiosity and creativity through an inspiring, broad and engaging curriculum, where learning is at the heart of all that we do. Children at Reedley learn to become resilient and self-assured in a safe environment where challenge is key. Team Reedley are encouraged to thrive and achieve as individuals, preparing them for their role as caring and active citizens in modern Britain. (Mission statement)

Introduction

- 1.1 Reedley Primary School uses closed circuit television (CCTV) images to reduce crime and monitor the school buildings in order to protect the school buildings and assets of the school, to assist in managing the school, to provide a safe and secure environment for pupils, staff and visitors, to prevent the loss or damage to school property and to support the police in a bid to deter and detect crime.
- 1.2 The system comprises of a number of fixed cameras.
- 1.3 The system does not have sound recording capability.
- 1.4 The CCTV system is owned and operated by the school, the deployment of which is determined by the school's leadership team.
- 1.5 The CCTV is monitored centrally from the school admin offices by the School Business Manager, the Pupil Support Manager and the Headteacher.
- 1.6 The introduction of, or changes to, CCTV monitoring will be subject to consultation with staff and the school community.
- 1.7 The school CCTV Policy will be reviewed annually
- 1.8 All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing recorded images. All operators are trained by the school data controller in their responsibilities under UK GDPR, the Data Protection Act 2018 and relevant Information Commissioner's Office (ICO) guidance. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images

2 Statement of Intent

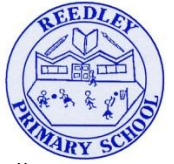
- 2.1 The school complies with UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and current Information Commissioner's Office (ICO) guidance relating to CCTV and video surveillance systems to ensure CCTV is used responsibly and safeguards both trust and confidence in its continued use.
- 2.2 CCTV warning signs will be clearly and prominently placed.

Reedley Primary School

Reedley School Reedley Road Reedley Burnley BB10 2NE 01282 693688

www.reedley.lancs.sch.uk

Headteacher: Mrs Sarah Bell



Signs will contain details of the purpose for using CCTV. 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.

2.3 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.

2.4 CCTV will not be used for the routine monitoring of staff performance. CCTV footage will only be accessed where there is a legitimate safeguarding, security, health and safety, disciplinary or operational reason.

3 Siting the Cameras

3.1 Cameras will be sited so they only capture images relevant to the purposes for which they are installed (described above) and care will be taken to ensure that reasonable privacy expectations are not violated. The school will ensure that the location of equipment is carefully considered to ensure images captured comply with UK GDPR and the Data Protection Act 2018

3.2 The school will make every effort to position cameras so that their coverage is restricted to the school premises, which may include outdoor areas.

3.3 Members of staff should have access to details of where CCTV cameras are situated.

4 Storage and Retention of CCTV images

4.1 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.

4.2 All retained data will be stored securely.

4.3 CCTV footage is normally retained for 30 days unless it is required for a safeguarding concern, disciplinary investigation, police investigation, insurance claim or legal proceedings. Where footage is required for one of these purposes, it may be retained for longer in accordance with the school's data retention procedures.

5 Access to CCTV images

5.1 Access to recorded images will be restricted to those staff authorised to view them and will not be made more widely available.

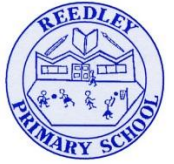
5.2 Staff members may request access to CCTV footage where there is a legitimate safeguarding, welfare, health and safety or operational reason to do so. Access will only be authorised where necessary and proportionate

Reedley Primary School

Reedley School Reedley Road Reedley Burnley BB10 2NE 01282 693688

www.reedley.lancs.sch.uk

Headteacher: Mrs Sarah Bell



6 Subject Access Requests (SAR)

6.1 Individuals have the right to request access to CCTV footage relating to themselves or children in their care under UK GDPR and the Data Protection Act 2018.

6.2 All requests should be made in writing to the Headteacher. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them (or their child) to be identified. For example, date, time and location. Under these circumstances, images would be viewed on school premises only. Any disclosure of images will be considered in accordance with UK GDPR, the Data Protection Act 2018 and the rights of any other individuals who may appear in the footage.

6.3. The school will respond to Subject Access Requests in accordance with UK GDPR and the Data Protection Act 2018. Requests will normally be responded to within one calendar month of receipt.

6.4. A fee will not normally be charged unless a request is manifestly unfounded or excessive, in accordance with UK GDPR requirements.

6.5 The school reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation or if other people are on the footage.

6.6 The school may request legal advice to support making the decision.

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).

7.2 Requests should be made in writing to the Headteacher.

7.3 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.

8 Complaints

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

9 Further Information

Further information on CCTV and its use is available from the following:

Reedley Primary School

Reedley School Reedley Road Reedley Burnley BB10 2NE 01282 693688

www.reedley.lancs.sch.uk

Headteacher: Mrs Sarah Bell



- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Information Commissioner's Office (ICO) guidance on video surveillance systems
- Regulation of Investigatory Powers Act (RIPA) 2000
- Information Commissioner's Office (ICO) website

CCTV Policy Reviewed September 2026, Next review September 2027

Appendix A – Checklist

This CCTV system and the images produced by it are controlled by the School Business Manager, who is responsible for the operation and administration of the system, ensuring compliance with relevant data protection legislation and maintaining appropriate data protection registrations where required.

Reedley Primary School has considered the need for using CCTV and have decided it is required for the prevention and detection of crime and for protecting the safety of pupils, staff, visitors and members of the public.
It will not be used for other purposes. We conduct an annual review of our use of CCTV.

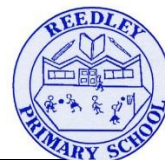
Notification has been submitted to the Information Commissioner and the next renewal date recorded.		
There is a named individual who is responsible for the operation of the system.		
A system had been chosen which produces clear images which the law enforcement bodies (usually the police) can use to investigate crime and these can easily be taken from the system when required.		

Reedley Primary School

Reedley School Reedley Road Reedley Burnley BB10 2NE 01282 693688

www.reedley.lancs.sch.uk

Headteacher: Mrs Sarah Bell



Staff and members of the school community will be consulted about the proposal to install CCTV equipment.		
Cameras have been sited so that they provide clear images.		
Cameras have been positioned to avoid capturing the images of persons not visiting the premises.		
There are visible signs showing that CCTV is in operation. Contact details are displayed on the sign(s).		
Images from this CCTV system are securely stored, where only a limited number of authorised persons may have access to them.		
The recorded images will only be retained long enough for any incident to come to light (e.g. for a theft to be noticed) and the incident to be investigated.		
Except for law enforcement bodies, images will not be provided to third parties.		
The organisation knows how to respond to individuals making requests for copies of their own images. If unsure the controller knows to seek advice from the Information Commissioner as soon as such a request is made.		
Regular checks are carried out to ensure that the system is working properly and produces high quality images.		

Appendix B – CCTV Signage

In accordance with UK GDPR and the Data Protection Act 2018, individuals must be informed when they are entering an area monitored by CCTV and that images may be recorded for the purposes outlined within this policy.

The school is to ensure that this requirement is fulfilled.

The CCTV sign should include the following:

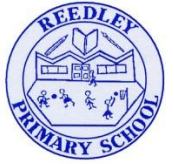
- That the area is covered by CCTV surveillance and pictures are
- recorded
- The purpose of using CCTV

Reedley Primary School

Reedley School Reedley Road Reedley Burnley BB10 2NE 01282 693688

www.reedley.lancs.sch.uk

Headteacher: Mrs Sarah Bell



- The name of the school
- The contact telephone number or address for enquiries
- This sign is displayed at the start of the CCTV zone.



This sign is displayed throughout the CCTV zone

