

St. John Chrysostom Federation



Federation CCTV Policy

Contents

- 1. Introduction**
 - 2. Objectives of the CCTV scheme**
 - 3. Statement of intent**
 - 4. Operation of the System**
 - 5. Checking of the system**
 - 6. Monitoring procedures**
 - 8. Recording procedures**
 - 9. Assessment of the Scheme**
 - 10. Complaints**
 - 11. Access by the data subject**
 - 12. Public information**
 - 13. Summary of key points**
- Appendix 1 Proforma of CCTV register/log book**

1. Introduction

The purpose of this Policy is to regulate the management, operation and use of the closed-circuit television (CCTV) systems at SJC Federation, hereafter referred to as 'the school'. This policy covers both St John's Primary School and St Chrysostom's Primary School.

Each school system comprises fifteen fixed cameras located around the school. Real-time viewing of events around the school is available via monitors located in the school office and the Executive Headteacher's office. The office monitor, in conjunction with the video recorder, acts as the Control Monitor for the system and provides the following viewing facilities:

- Manual switching between cameras
- Single screen simultaneous viewing of all cameras
- Spot monitoring by a designated camera

The monitor located in the Executive Headteacher's office provides the same functions.

Access to the CCTV can be gained by authorised personnel through the internet.

The school's CCTV system is registered with the Information Commissioner's Office and is operated within the guidelines of the Data Protection Act 2018.

The CCTV system is owned and operated by the school.

2. Objectives of the CCTV Scheme

The objectives of the school's CCTV scheme are:

- To increase personal safety for pupils, staff, parents, and visitors when entering, moving around, and leaving the school.
- To enable the office/nursery to view the main school gates when open.
- To protect the school buildings and assets.
- To 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 assist in managing the school.

3. Statement of Intent

The school's CCTV scheme is registered with the Information Commissioner under the terms of the Data Protection Act 2018 and the school will seek to comply with the requirements of the Data Protection Act and the Information Commissioner's Code of Practice.

The school will:

- Treat the system and all information, documents and recordings obtained and used, as data which is protected by the Act.
- Use the CCTV system to monitor activities within the school site and its car park to secure the safety and wellbeing of pupils, staff, parents and visitors.
- Use the CCTV system to identify criminal activity actually occurring, anticipated or suspected.
- Ensure that materials or knowledge secured as a result of CCTV will not be used for any commercial purposes.
- Only release recordings for use in the investigation of a specific crime and only with the authority of the Police for a legal reason.

- Acknowledge the system's limitations due to the school's budget and recognise that the system may not detect or record every incident in covered areas.
- Display warning signs, as required by the Code of Practice of the Information Commissioner, at access routes to areas covered by the CCTV.

4. Operation of the System

The scheme will be administered and managed by the Executive Headteacher, in accordance with the principles and objectives expressed in the Code.

The day-to-day operation of the system will be the responsibility of the Business Manager, acting on behalf of the Executive Headteacher as the controller.

The CCTV system will operate 24 hours a day, every day of the year.

5. Checking of the System

The Business Manager will check the functioning of the system on a weekly basis, ensuring that the equipment is properly recording and that cameras are operating.

Access to the CCTV recording and playback facilities is strictly limited to the Executive Headteacher and Senior Leadership Team.

Only authorised personnel from the school's appointed CCTV maintenance contractor may undertake routine maintenance or repairs to the system.

6. Monitoring Procedures

Camera surveillance will be maintained at all times.

The design of the CCTV system has no provision for undertaking covert surveillance.

7. Recording Procedures

The CCTV video recorder will generally record at all times. Images of incidents are recorded onto a hard drive and are normally retained for approximately one month. During this period, recordings can be reviewed and, if necessary, securely copied to an encrypted file or CD.

Incident recordings may be viewed by the police for the prevention and detection of crime. Requests should be made via our data protection partners, Global Policing. Viewing of recordings by the police or other authorised applicants must be entered in the register/log book. Requests by the police must comply with the Data Protection Act 2018, based on a lawful basis (typically the investigation of a crime).

A register/log book will be maintained for the release of any incident recordings to authorised persons.

Procedures for evidential recordings:

- Each recording must be uniquely marked or encrypted and only accessible to the Executive Headteacher or Senior Leadership Team.
- CDs used must be new and unused.
- The controller must register the date and time of the recording.
- A recording required as evidence must be sent via encrypted email or sealed, witnessed, signed, dated, and stored in the school safe.
- Recordings remain the property of the school and must be treated in accordance with this policy and the Data Protection Act.

- The school retains the right to refuse permission for recordings to be passed to other parties.
- The police may request the school to retain recordings for future evidential use. These must be properly registered and securely stored.
- Applications from external bodies (e.g. solicitors) will be referred to Global Policing. Recordings will only be released with appropriate documentation.

8. Breaches of the Code

Any breaches of this CCTV Policy by school staff will be initially investigated by the Executive Headteacher, who will determine appropriate disciplinary action. Serious breaches will prompt an independent investigation to provide recommendations.

9. Assessment of the Scheme

Regular performance monitoring of the system, including random checks, will be carried out by the Executive Headteacher and the school's IT Technician. The school has appointed a CCTV specialist contractor to conduct maintenance inspections to ensure the system is operating effectively.

10. Complaints

Any complaints concerning the school's CCTV system should be addressed to the Executive Headteacher.

11. Access by the Data Subject

The Data Protection Act provides Data Subjects with the right to access personal data held about them, including CCTV footage. Please refer to the Federation's Data Protection Policy for further information.

12. Public Information

Copies of this CCTV System Policy will be available to the public from the Executive Headteacher.

13. Summary of Key Points

- This CCTV System Policy will be reviewed annually.
- The CCTV system is owned and operated by the school.
- All recordings must be properly used, securely stored, and destroyed after appropriate use.
- Only authorised school staff and the police may view recordings. Other viewing requests must be directed to the Data Protection Officer.
- Recordings required as evidence must be registered, witnessed, and appropriately packaged before release.
- Recordings will not be made available for commercial or entertainment purposes.
- Obsolete recordings must be shredded (CDs) or securely deleted (digital files).

- Any breaches of this policy will be investigated by the Executive Headteacher and escalated if serious.

Date agreed:	09/09/2025
Date for review:	09/09/2028
This document is referenced in statutory guidance	

Appendix 1

CCTV Register/Log Book Proforma

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