



CCTV Policy & Code of Practice

1. Introduction

The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Plymouth Grove Primary School.

The system comprises a number of cameras located on the school building. All cameras are monitored under restricted access from the school office and are only available to nominated Senior Leaders, Administrative staff and site staff.

This Code follows Data Protection Act guidelines. The Code of Practice will be subject to review bi-annually to include consultation as appropriate with interested parties.

The CCTV system is owned by the school.

2. Objectives of the CCTV scheme

1. To increase personal safety of staff, students and visitors and reduce the fear of crime
2. To protect the school buildings and their assets
3. To support the Police in a bid to deter and detect crime
4. To assist in identifying, apprehending and prosecuting offenders
5. To protect members of the public and private property

3. Statement of intent

The CCTV Scheme is 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 grounds, its car park and in the vicinity of the access gates to identify adverse activity occurring, anticipated or perceived, and for the purpose of securing the safety and well-being of the school's students and staff, 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.

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.

4. Operation of the system

The CCTV system will be administered and managed by the school in accordance with the values and objectives expressed in the code. The day to day management will be the delegated responsibility of the Business Manager during the day. Viewing of recorded images must take place in restricted area with controlled access. The CCTV system will be operated 24 hours each day, every day of the year, recording all activity. All operators and others with access to images must be aware of the access procedures that are in place.

5. Control and Liaison

The Business Manager will check and confirm the efficiency of the system half termly and in particular that the equipment is properly recording and that cameras are functional. The school will liaise with Integral regarding servicing and/or repairs of the system.

7. Monitoring procedures

Camera surveillance may be maintained at all times and footage continuously recorded and held on system memory. The images are only viewed in the case of an incident. All recordings are on a 30 day loop and at the end of the 30 days recorded over.

8. 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. Complaints will be dealt with in accordance with the ICO Code of Practice

10. Assessment of the scheme and code of practice

Performance monitoring, including random operating checks, may be carried out by a nominated member of the site staff.

11. Complaints

Any complaints about the school's CCTV system should be addressed to the Business Manager. Complaints will be investigated in accordance with the ICO Code of Practice.

12. 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.

Data Subject Access Requests should be made in writing to the Business Manager. The request

should provide as much information as possible to enable the school to find the images including date, time and location. If the Data Subject is unknown to the school then a photograph of the individual and/or a description of what they were wearing at the time they believe they were caught on the system may be requested in order to aid identification.

13. Public information

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

Summary of Key Points

- This Code of Practice will be reviewed every two years.
- The CCTV system is owned and operated by the school.
- Liaison meetings may be held with the Police and other bodies.
- Images required as evidence will be properly recorded witnessed and packaged before copies are released to the police.
- Images will not be made available to the media for commercial or entertainment.
- Any breaches of this code will be investigated by the Headteacher. An independent investigation will be carried out for serious breaches.
- Breaches of the code and remedies will be reported to the Headteacher.

