



CCTV POLICY

Issue No 40

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Introduction

- 1.1 The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Scott Lower School, thereafter referred to as 'the school'.
- 1.2 The system comprises of a number of fixed cameras located around the school site. All cameras are monitored centrally and images are only available to selected senior staff.
- 1.3 This Policy follows Data Protection Act guidelines.
- 1.4 The CCTV system is owned by the school.

Objectives of the CCTV scheme

- 2.1
 - (a) To protect the school buildings and our assets
 - (b) To increase personal safety and reduce the fear of crime
 - (c) To support the Police in a bid to deter and detect crime
 - (d) To assist in identifying, apprehending and prosecuting offenders
 - (e) To protect members of the public and private property
 - (f) To assist in managing the school

Statement of intent

- 3.1 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.
- 3.2 The school will treat the system and all related information, documents and recordings as data which is protected by the Act.
- 3.3 Cameras will be used to monitor activities within the school and the school grounds and other public areas to identify criminal or inappropriate activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and well being of the school, together with its visitors.
- 3.4 Our static cameras do not focus on private homes, gardens and other areas of private property.
- 3.5 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.
- 3.6 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.
- 3.7 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

- 4.1 The Scheme will be administered and managed by the Headteacher, in accordance with the principles and objectives expressed in the code.
- 4.2 The day-to-day management will be the responsibility of the Site Agent during the day and out of hours and at weekends. The Site Agent will check and confirm the efficiency of the system weekly and in particular that the equipment is properly recording and that cameras are functional.
- 4.3 The CCTV system will be operated 24 hours each day, every day of the year.

Monitoring procedures

- 7.1 Camera surveillance may be maintained at all times.
- 7.2 A monitor is installed to which pictures will be continuously recorded.

Video tape procedures

- 8.1 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:
- (i) Each tape must be identified by a unique mark.
 - (ii) Before using each tape must be cleaned of any previous recording.
 - (iii) The controller must register the date and time of tape insert, including tape reference.
 - (iv) 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.
 - (v) If the tape is archived the reference must be noted.
- 8.2 Tapes may be viewed by the Police for the prevention and detection of crime or authorised officers of Bedfordshire County Council e.g Exclusion panels.
- 8.3 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.
- 8.4 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.
- 8.5 Should a tape be required as evidence, a copy may be released to the Police under the procedures described in paragraph 8.1 (iv) 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.
- 8.6 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.
- 8.7 Applications received from outside bodies (e.g. solicitors) to view or release tapes will be referred to the Headteacher. 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)

- 9.1 Any breach of the Code of Practice by school staff will be initially investigated by the Headteacher, in order for her to take the appropriate disciplinary action.
- 9.2 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.

Assessment of the scheme and code of practice

- 10.1 Performance monitoring, including random operating checks, may be carried out by the *Site Manager*.

Complaints

- 11.1.1 Any complaints about the school's CCTV system should be addressed to the Headteacher.
- 11.2 Complaints will be investigated in accordance with Section 9 of this Code.

Access by the Data Subject

- 12.1 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.
- 12.2 Requests for Data Subject Access should be made in writing to the Headteacher.

Public information

- 13.1 Copies of this Code of Practice will be available to the public via 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.
- Recording tapes will be used properly indexed, stored and destroyed after appropriate use.
- Recordings may only be viewed by Authorised School Officers 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 Headteacher. An independent investigation will be carried out for serious breaches.
- Breaches of the code and remedies will be reported to the Headteacher.

Equal Opportunities

Scott Lower School is committed to working towards equality of opportunity for all persons regardless of age, ability, gender, race and social circumstances. All persons are of equal value and have the same right to take part in the varied activities and opportunities wherever possible.

Disability Discrimination Act

Scott Lower School is committed to having due regard to the following

The Disability Discrimination Act 1995 has been amended by the Disability Discrimination Act 2005 so that it now places a duty on all public authorities, including schools, when carrying out their functions, to have due regard to the need to:

Promote equality of opportunity between disabled persons and other persons

Eliminate discrimination that is unlawful under the Act

Eliminate harassment of disabled persons that is related to their disabilities

Promote positive attitudes towards disabled persons

Encourage participation by disabled persons in public life

Take steps to take account of disabled persons' disabilities, even where that involves treating disabled persons more favourably than other persons.