

REEPHAM C of E PRIMARY SCHOOL



CCTV POLICY

This is a delegated policy. It has been delegated to the Headteacher. It will be reviewed every 3 years or sooner if required.

Reviewed November 2022.

Next review Autumn 2025

Purpose of this policy

The purpose of this policy is to regulate the use of the closed circuit television (CCTV) system used to monitor and record areas of the school site and buildings for the purposes of safety and security.

Scope

This policy provides information for all school users.

Responsibilities

Those with responsibility for governing the use of the system are:

- Headteacher
- School Business Manager
- Chair of the Governing Body

General Principles

It is the aim of Reepham CE Primary School to provide a safe and secure environment for all school users, and to keep safe and secure all of Reepham CE Primary School's assets and property.

Reepham CE Primary School has adopted a range of measures to achieve this, including the use of CCTV cameras to monitor specific areas outside the building. Signs are displayed at entrances to notify all users that CCTV is in operation.

Purpose of the Cameras

The purpose of the cameras is to deter, detect and prevent:

- Criminal acts such as vandalism or theft of Reepham CE Primary Schools assets and property damage to or theft of parked vehicles.
- The bullying and intimidation of students by other students in areas away from regular staff supervision.

- Threats to the health, safety and welfare of staff, students and other school users.
- Unauthorised entry to the site and buildings.

The cameras are also used to provide the necessary evidence to identify the culprit and enable disciplinary or legal action to be taken.

Positioning of the Cameras

The positioning of the cameras has been based upon a security assessment carried out to identify likely areas of concern.

The survey identified the need to provide cameras to cover:

- The car park and rear access into the school
- Outdoor Playgrounds
- Some Fire exit doors
- Any identified vulnerable area
- Further assessments will be made as part of the annual review of this policy document, and it is possible that other areas will be identified as requiring CCTV coverage. Additional cameras may be installed if areas of concern are identified.

Images Recorded

The system has been set up to provide good quality images that can be used as evidence of criminal activity.

Every camera records simultaneously and the images are stored on disc for a period of no longer than 30 days. After that time all images are erased apart from any which relate to an incident subject to an on-going investigation.

Routine checks are made to ensure that the system is operating in accordance with the terms of this policy, and that information relating to the recordings (date, time etc) is accurate.

Use & Disclosure of Images

The computers used to review CCTV footage are restricted to the users listed within this policy and viewing takes place when this cannot be overlooked. All recording equipment is kept in secure rooms and password protected.

Access to images by Reepham CE Primary School staff is restricted to:

- Headteacher

- School Business Manager
- Chair of the Governing Body
- Members of staff with a direct involvement in a particular incident
Any members of staff given access to images are reminded of the need to keep information confidential
- Access to images will also be made available as necessary to:
 - > Police
- >Reepham CE Primary School's legal advisors and / or insurers
- > Government agencies such as Social Services
- All disclosures of images to third parties are entered in a register to record the date, reasons for disclosure, images disclosed and to whom.

Access by Individuals

Reepham CE Primary School recognises the rights of staff, students and visitors to the school to make a subject access request for details of personal data held. Applications should be made in line with our Data Protection Policy

Appendix 1

CCTV – Use and Disclosure of Images Protocol

Legitimate public concerns exist over the use of CCTV and many of the specific guidelines are designed to satisfy the community that the use of cameras is subject to adequate supervision and scrutiny. It is of fundamental importance that public confidence is maintained by fully respecting individual privacy.

All employees that are authorised to view the CCTV images within Reepham CE Primary School must read this protocol alongside the CCTV Policy and confirm that they understand and agree to abide by the policy and protocol.

1. CCTV images may only be viewed by authorised employees.
2. All authorised employees viewing the CCTV images will act with utmost probity at all times.
3. All images viewed by authorised employees must be treated as confidential.
4. All authorised employees are to ensure that whilst viewing CCTV images, unauthorised employees or visitors cannot view the images.

5. All authorised employees are responsible to ensure that CCTV images are not left on any screen without an authorised employee being left in charge. An authorised employee should log out of the programme when leaving the screen.
6. Every viewing of the images will accord with the purposes and key objectives of the CCTV system and shall comply with the CCTV Policy.
7. All authorised employees viewing CCTV images should be aware of exercising prejudices, which may lead to complaints of the system being used for purposes other than those for which it is intended. The viewers may be required to justify their interest in any particular individual, group of individuals or property at any time.
8. All authorised employees viewing CCTV images are responsible for their every viewing of the images, which must be justifiable.
9. Any breach of the CCTV Policy or CCTV Protocol will be dealt with in accordance with existing discipline regulations. Individuals must recognise that any such breach may amount to gross misconduct, which could lead to dismissal.
10. Any breach of the Data Protection Act 1998 will be dealt with in accordance with that legislation. All authorised employees viewing CCTV images must be aware of their liability under this act.

This policy was reviewed Autumn 2022 and will be reviewed ever 3 years