



**ASHFIELD
SCHOOL**

CCTV POLICY

Date of issue: 01/02/2018

ASHFIELD SCHOOL Ambition | Teamwork | Honesty



Introduction

Ashfield School uses its CCTV system for a number of reasons. It is used to:

- Help protect against crime and also aids in the safety of students, staff, parents and members of the public whilst on school premises.

The camera system comprises a number of fixed and dome cameras located around the school site, both internal and external.

The school may also access CCTV systems run by bus companies carrying pupils to and from school.

All cameras can be monitored and adjusted by staff with access to the CCTV system. Currently this includes the (Site Staff monitoring only), School Business Manager - Joanne Day and the IT Dept. Admin staff can monitor access gates to validate and control entry.

This code of practice follows the Data Protection Act guidance and will be subject to review annually.

Access to CCTV footage is available at the discretion of the SLT, staff allowed access includes but is not exclusive to Senior Leaders, Pastoral Leaders, Site Manager, Assistant Site Managers and Admin staff.

Objectives of the CCTV System

- To protect the school buildings and their assets from crime.
- To assist in the pastoral management of the school.
- To increase personal safety and reduce the fear of crime.
- To support the Police in a bid to deter and detect crime.
- To assist in identifying any apprehending offenders.
- To protect members of the public, private property and staff.

Statement of Intent

The CCTV system is registered with the Information Commissioner under the terms of the Data Protection Act guidelines and will seek to comply with the requirements both of the Data Protection Act, GDPR and the Commissioner's Code of Practice.

Ashfield School will treat the CCTV system and all information, documents and recordings obtained and used as data, which are protected by the act, with the strictest of confidence.

CCTV cameras will be used to monitor activities within the school, external circulation space, car park and school grounds.

Private dwellings and property other than that in the periphery of a view that is centrally focused upon school site locations will be blanked out from any camera view.

Unless an immediate response to events is required, staff should not direct cameras at individuals, their property or a specific group of individuals, without authorisation being obtained from the Headteacher (or SLT designate), as set out in the Regulation of Investigatory Power Act 2000.

Images will only be released to the Police for use for the investigation of a specific crime and with the consent of the Headteacher (or his SLT designate).

No images will be released to anyone for the purposes of entertainment.

The planning and design of the CCTV layout 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.

Signage stating the use of CCTV, as required by the Code of Practice of the Information Commissioner, has been placed at all access routes to areas covered by school CCTV.

Operation of the system

Responsibility for the system lies with the Headteacher, in accordance with the principles and objectives expressed in this policy.



The day-to-day management will be the responsibility of both the Network Manager and ICT Technicians during the school day.

The CCTV system will be in operation 24 hours a day, every day of the year.

Staff with access rights to view the CCTV camera will be required to complete the CCTV log held in the Network Office and should, wherever possible, be viewed by two people at any one time. (out of hours security checks is the exception). The log should be dated and signed with details of which cameras were viewed and the reason.

Control of Cameras

Ashfield School will, on a daily basis, check that all cameras are functional and the system is recording. Administrative functions will include the maintenance of hard disc space. Visitors and contractors wishing to access the CCTV system or recording system will be subject to the arrangements outlined below.

Authorised users and managers of the CCTV System must satisfy themselves of the identity of anyone having access to the CCTV System and the purpose of their access. Where any doubt exists over the grounds for access, permission will be refused.

Monitoring Procedure

Camera surveillance may be maintained at all times.

A monitor is installed in the IT Technicians Office in ICT Block, the CCTV system records camera activation digital video streams to a secure on-site server. The screen will be password protected when the office is not staffed and access will be given to authorised users only.

CDIDVD/Recording Media Procedures

In order to maintain and preserve the integrity of the media 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:

- The controller shall register the date and time of recorded insert, including the reference.
- A recording required for evidential purposes must be sealed, witnessed, signed by the controller, dated and stored in a separate, secure store. If the record 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 secure storage.
- If the record is archived, the reference must be noted.
- Recording media may be viewed by designated operators and the Police for the prevention and detection of crime.

A record will be maintained of the release of records to the Police or other authorised applicants. Viewing of records by the Police must be recorded in writing in the log book.

Requests by the Police can only be actioned under Section 29 of the Data Protection Act 1988.

Should a record be required as evidence, a copy may be released to the Police under the- procedures described in this policy. Records will only be released to the Police on the clear understanding that the record remains the property of the school, and both the record 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 on the record or any part of the information contained therein to any other person.

The Police may require the school to retain the stored records for possible use as evidence in the future. Such records will be properly indexed and securely stored until they are needed by the Police.

Applications received from outside bodies (e.g. solicitors) to view or release records will be referred to the Headteacher. Charges will be made to cover the costs of producing the material.

Breaches of the code (including breaches in security)

Any breach of this policy by school staff will be initially investigated by the Headteacher (or SLT designate), in order for appropriate disciplinary action to be taken.

Any serious breach of the Code of Practice will be immediately investigated by the Headteacher or nominated deputy and recommendations made on how to remedy the breach.



Assessment of the scheme and code of practice

Performance monitoring, including random operating check, may be carried out.

Complaints

Any complaints about the school's CCTV system should be in writing and addressed to the Headteacher or, where the complaint is about the Headteacher, to the Chair of Governors.

Complaints will be investigated in accordance with this policy.

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.

Requests for Data (Subject Access Requests) should be made in writing to the Headteacher.

Digital recordings will be kept for a minimum of 7 days and a maximum of 28 days, unless specific incidents have been recorded to disk for investigation.

Public Information

Copies of this Policy will be available to the public from the school upon request or can be found on the school website www.ashfield.notts.sch.uk

