



# CCTV POLICY

**November 2009**  
**Review November 2011**  
**Review led by Chris Berry**

## **1. Introduction**

Barr Beacon Language College uses its CCTV system for a number of reasons, e.g. it is used to help protect against crime and also aids in the safety of pupils, 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. All cameras can be monitored and adjusted in the Headteachers PA's office, the images from the cameras can also be viewed in the Leisure Centre Reception Office (Leisure Centre Car Park only).

This code of practice follows the Data Protection Act guidelines and will be subject to review bi-annually. The CCTV system is owned solely by the school.

## **2. Objectives of the CCTV System**

1. To protect the school buildings and their assets
2. To increase personal safety and reduce the fear of crime
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 & staff
6. To assist in managing the school

## **3. Statement of intent**

The CCTV system will be registered with the Information Commissioner under the terms of the Data Protection Act 1998 guidelines and will seek to comply with the requirements both of the Data Protection Act and the Commissioners Code of Practice.

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

CCTV Cameras will be used to monitor activities within the school, its car parks, other public areas and surrounding grounds to identify criminal activity actually occurring, anticipated, or perceived, for the purpose of securing the safety and well being of all.

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 must not direct cameras at an individual, their property or a specific group of individuals, without an authorisation being obtained, 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 written authority of the police.

Images will only be released to the media for use for purposes agreed by those individuals pictured in the images.

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

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

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 the school CCTV.

#### **4. Operation of the system**

The scheme will be managed by 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 Headteacher and the Facilities Manager during the school day and the Caretaking staff out of hours and at weekends.

The control panel will only be used by the Leadership Team, Facilities Manager and Caretaking staff.

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

#### **5. Control of Cameras**

The head caretaker will, on a daily basis check that all cameras are functional and the system is recording.

Unless an immediate response to events is required, staff must not direct cameras at an individual or a group of individuals.

Administrative functions will include the maintenance of hard disc space.

Visitors and contractors wishing to access to 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 that the identity of anyone to have access to the CCTV System and the purpose of the access. Where any doubt exists over the grounds for access, permission will be refused.

Emergency procedures will be used in appropriate cases to call the emergency services.

#### **6. Liaison**

Liaison meetings may be held with the Leadership Team, Site Staff and Contractors, in the support of the system.

## **7. Monitoring Procedure**

Camera surveillance may be maintained at all times.

A monitor is installed in the Headteachers PA's Office to which the CCTV continuously records images to. There is also a digital screen in the Leisure Centre Office for monitoring purposes.

If covert surveillance is planned, authorisation must be sought and granted by the Headteacher prior to commencement.

## **8. CD/DVD/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:

- i Each record must be identified by a unique mark.
- ii Before using each recording media must be cleaned of any previous recording.
- iii The controller shall register the date and time of recorded insert, including the reference.
- iv 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.
- v 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.

## **9. Breaches of the code (including breaches in security)**

Any breach of this policy by school staff will be initially investigated by the Headteacher (or appointed senior member of staff to this role), in order for her to take the appropriate disciplinary action.

Any serious breach of the Code of Practice will be immediately investigated and recommendations made on how to remedy the breach.

## **10. Assessment of the scheme and code of practice**

Performance monitoring, including random operating checks, may be carried out by the Facilities Manager or Headteacher.

## **11. Complaints**

Any complaints about the schools 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.

## **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.

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

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

## **13. 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.barrbeacon.walsall.sch.uk](http://www.barrbeacon.walsall.sch.uk)).