



CCTV POLICY

All members of our community are given equal opportunities in line with the Single Equality Duty.

Policy Written:

May 2009

Reviewed By Finance Committee

June 2009, 29/05/12, 10/11/15, 13/11/18

Adopted By Full Governing Body

12/12/2012, 05/12/2015, 12/12/2018

St Thomas More R C Academy Mission Statement

St. Thomas More Roman Catholic Academy is a Catholic school, and as such we attempt to follow the example of Jesus Christ in our work, worship and relationships.

Our aims are:

- To be a community based on Christian values, notably Love, Justice, Peace, Truth and Tolerance, and to encourage individuals in their commitment to these ideals.
- To provide a secure, welcoming and ordered environment in which individuals learn to value and respect both themselves and others.
- To give individuals the opportunities to develop their full potential as human beings, and to encourage and challenge them to do so.
- To encourage everyone to strive to do their best and to strive for the highest standards in all areas of activity. To help children grow into confident, open, resourceful young people with a sense of responsibility and of service.



1. Introduction

The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at St Thomas More RC Academy. The system comprises a number of fixed and dome cameras located within and around the school buildings. The system can only be accessed by selected staff on a password protected device. The Academy owns the CCTV system.

The Code of Practice will be subject to review by the Governors, to include consultation as appropriate with interested parties.

This Code follows the General Data Protection Regulations..

2. Objectives of the CCTV scheme

The objectives of the Academy's CCTV system are:

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

3. Statement of intent

The CCTV Scheme has been 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 protected by the Act and all subsequent updates of the Act.

Cameras will be used to monitor activities within the school and its grounds to identify adverse activity actually occurring, anticipated or perceived, and for the purpose of securing the safety and well being of the school, together with its visitors.

Static cameras are positioned to ensure they do not focus on private homes, gardens and other areas of private property.

Unless an immediate response to events is required, at no time should a camera be directed at an individual without authorisation by the Headteacher.

Materials or knowledge secured as a result of CCTV use will not be used for any commercial purpose. Recorded footage will only be released for use in the investigation of a specific crime and with the written authority of the police. Recorded footage will never be released to the media for purposes of entertainment.

The planning and design has endeavoured to ensure that the CCTV Scheme will give maximum effectiveness and efficiency within available means, 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's CCTV system.

4. Operation of the system

The CCTV system will be administered and managed by the Director of Finance and Support Services (DFSS), in accordance with the values and objectives expressed in the code. The day-to-day management will be the delegated responsibility of the ICT Network Manager. The CCTV system will operate 24 hours each day, every day of the year, recording all activity.

5. Control and Liaison

The ICT Network Manager will periodically check and confirm the efficiency of the system and, in particular, that the equipment is properly recording and that cameras are functional. The DFSS is to liaise with the contractor regarding servicing and/or repairs and maintenance of the system.

The DFSS or Headteacher will determine the staff who can access the system and where cameras are located.

The DFSS, Deputy Headteacher, or Assistant Headteacher (Pastoral) will aid in meetings between interested parties where the provision of CCTV footage is required.

6. Monitoring procedures

Camera surveillance may be maintained at all times. Footage of activity will be continuously recorded and held on the system memory for 30 days and then deleted unless there is a need to specifically save or extract particular elements of footage. Where this is the case the arrangements outlined below will be followed:

- (a) Footage extracted from the CCTV system must be held securely on removable media (e.g. CD or memory stick) in order to maintain and preserve its integrity.
- (b) The removable media must be identified by a unique reference.
- (c) The removable media must be cleared of any previous recording.
- (d) The controller shall register the date and time of the recording, including the unique reference.

Extracted footage required for evidential purposes must be sealed, witnessed, signed by the controller, dated and stored in a separate, secure, store.

Footage may be viewed by the Police for the prevention and detection of crime within the terms of the General Data Protection Regulations. A record will be maintained of the release of any footage on removable media to the Police or other authorised applicants.

Should footage be required as evidence, a copy may be released to the Police under the procedures described in paragraph 6(e) of this Code. Footage will only be released to the Police on the clear understanding that this remains the property of the school, and both the removable media 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 footage provided.

The Police may require the school to retain any stored footage for possible use as evidence in the future. Such saved footage will be properly indexed and securely stored as outlined above until the Police need them.

Applications received from outside bodies (e.g. solicitors) to view or release footage will be referred to the Headteacher. In these circumstances footage will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, or in response to a Court Order. A fee can be charged in such circumstances, currently £10.

7. Breaches of the code (including breaches of security)

The Headteacher, or a senior member of staff acting on their behalf, will initially investigate any breach of the Code of Practice by school staff. Any serious breach of the Code of Practice will be subject to the terms of disciplinary procedures already in place.

8. Assessment of the scheme and code of practice

The DFSS and ICT Network Manager may carry out performance monitoring, including random operating checks.

9. Complaints

Any complaints about the schools' CCTV system should be addressed to the Headteacher. Complaints will be investigated in accordance with Section 7 of this Code.

10. 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 them, including those obtained by CCTV. Requests for Data Subject Access should be made through the Headteacher.

11. Public information

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