



CCTV System Policy

Beechview Academy

& The Marlow Education Trust

April 2023



1. Introduction

1.1 The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Beechview Academy, hereafter referred to as 'the school'.

1.2 The system comprises a number of fixed and dome cameras located around the school site. All cameras are monitored from a Central Control Room and are only available to the schools Headteacher, Senior Leadership Team and Site Manager.

1.3 This Code follows Data Protection Act guidelines.

1.4 The Code of Practice will be subject to review bi-annually to include consultation as appropriate with interested parties.

1.5 The CCTV system is owned by the school.

2. Objectives of the CCTV scheme

2.1 The objectives of the CCTV scheme are:

- a. To protect the school buildings and their 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

3. 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 information, documents and recordings obtained and used as data which are protected by the Act.

3.3 Cameras will be used to monitor activities within the school and its car park and other public areas to identify criminal 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. None of the cameras are focused 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.

4. 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 Manager.

4.3 The Control Room system will only be staffed by the Site Team. and Senior Leadership team.

4.4 The CCTV system will be operated 24 hours each day, every day of the year.

5. CCTV Control System

5.1 The Site Manager will check and confirm the efficiency of the system daily and in particular that the equipment is properly recording and that cameras are functional.

5.2 Access to the CCTV Control system will be strictly limited to the Site Team and Senior Leadership Team.

5.3 Visitors and other contractors wishing to enter the CCTV Control System will be subject to particular arrangement as outlined below.

5.4 Control System Operators must satisfy themselves over the identity of any other visitors to the Control system and the purpose of the visit. Where any doubt exists access will be refused. Details of all visits and visitors will be endorsed in the Control system log book.

5.5 The system may generate a certain amount of interest. It is vital that operations are managed with the minimum of disruption. Casual visits will not be permitted. Visitors must first obtain permission from the Headteacher and must be accompanied by them or another member of the senior leadership team throughout the visit.

5.6 Any visit may be immediately curtailed if prevailing operational requirements make this necessary.

5.7 If out of hours emergency maintenance arises, the Control System Operators must be satisfied of the identity and purpose of contractors before allowing entry.

5.8 A visitors book will be maintained for the Control System. Full details of visitors including time/data of entry and exit will be recorded.

5.9 There must always be at least one Control System Operator present within the Control System out of hours and weekends or the Control system must be locked.

5.10 Other administrative functions will include maintaining CD and hard disc space, filing and maintaining occurrence and system maintenance logs.

5.11 Emergency procedures will be used in appropriate cases to call the Emergency Services.

6. Liaison

6.1 Liaison meetings may be held with all bodies involved in the support of the system.

7. Monitoring procedures

7.1 Camera surveillance may be maintained at all times.

7.2.1 A monitor is installed in the Control Room to which pictures will be continuously recorded.

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

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

8.2 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.

9. Assessment of the scheme and code of practice

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

10. Complaints

10.1 Any complaints about the school's CCTV system should be addressed to the Headteacher.

11 Access by the Data Subject

11.1 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.

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

12. Public information

Copies of this Code of Practice will be available to the public from the School Office and the Headteacher.

Summary of Key Points

- This Code of Practice will be reviewed every two years.
- The CCTV system is owned and operated by the school.
- The Control room will not be manned out of school hours.
- The Control system is not open to visitors except by prior arrangement and good reason.
- Liaison meetings may be held with the Police and other bodies.
- Recordings may only be viewed by Authorised School Officers, Control Room staff and the Police.
- Recordings required as evidence will be properly recorded, witnessed and packaged before copies are released to the police.

- Recordings will not be made available to the media for commercial or entertainment.
- Any breaches of this code will be investigated by the Headteacher.
- Breaches of the code and remedies will be reported to the Headteacher.