



ALL SAINTS

CATHOLIC COLLEGE

ORARE LABORARE SERVIRE

CCTV Policy

Approved by: Finance & General Purposes
Committee

Date: 30th November 2021

Last reviewed on: March 2019

Next review due November 2024
by:

1. Introduction

At All Saints Catholic College, we take our responsibility towards the safety of staff, visitors and pupils very seriously. To that end, we use surveillance cameras to monitor any instances of aggression or physical damage to our school and our community, and to monitor any unauthorised access to our site.

The purpose of the policy is to regulate the management, operation and use of the school's CCTV. The CCTV system is owned by the school and comprises fixed and static dome cameras located throughout the school's site in corridors, receptions, assembly and dining hall, stairwells, school's rooftops, site office, and the school's access and exit points. The cameras have been located to give the maximum efficient coverage.

This policy will be subject to three yearly review by the Finance and General Purposes Committee. The CCTV system is owned by the school.

2. Purpose of the system

The school will only use surveillance cameras for the safety and security of the school and its staff, pupils and visitors.

Surveillance will be used as a deterrent for violent behaviour and damage to the school. The school will only conduct surveillance as a deterrent and under no circumstances will the surveillance and the CCTV cameras be present in school classrooms or any changing facility.

If the surveillance and CCTV systems fulfil their purpose and are no longer required the school will deactivate them

3. Statement of Intent

The CCTV system is registered with the Information Commissioner under the terms of the Data Protection (Charges and Information) Regulations 2018, and we seek to comply with the Data Protection Act 2018 and the Commissioner's Code of Practice.

The school will treat the CCTV system and all images and recording as data which is protected by the Act.

The system will be used in a passive way to check circumstances with a view to

- Maintaining a safe environment.
- Ensuring the welfare of pupils, staff and visitors.
- Deterring criminal acts against persons and property.
- Assisting the police in identifying persons who have committed an offence

Access to images is confined to those who have access to the control panel, namely, all Site staff including weekend site staff, under the jurisdiction of the Headteacher.

Should a crime or behavioural incident occur, images will be reviewed as directed by the Headteacher or Chair of Board of Governors or if requested by the Police.

CCTV signs are posted at every access/exit point to each building so that staff and students are aware that the CCTV system is in operation.

Materials or knowledge secured by the result of CCTV use will not be used for any commercial purposes.

4. Operation of the System

The CCTV system is administered and managed by the Headteacher. However, the day to day operation is the responsibility of the Site Manager in the first instance and the designated member of site staff in the second instance.

Recording of the cameras operates 24 hours per day and seven days per week. It is estimated that the DVRs will overwrite in 28 days.

5. Site Office

The control panel is situated in the site office and access to the control panel and the monitors displaying the images is severely restricted as highlighted in 3.4 above. Students are not permitted access to the Site Office.

6. Images and Recordings

Images or recordings requested by the Headteacher will be transferred onto a portable drive or saved to a shared location. Any prior images or recordings on the flash drive USB sticks will be deleted BEFORE any new images or recordings are made. Unless specifically required by the Headteacher, all images and recordings will be deleted within five working days. All those in possession of the images/recordings in the process must be informed.

No images or recordings can be released to any individual or organisation without prior permission from the Headteacher.

7. Breaches of the code

Any breach of this policy will be investigated by the Headteacher, in line with the Disciplinary Policy..

8. Complaints

Any complaints about the school's CCTV system will be investigated by the Headteacher in accordance with 7 above.