**Maplewell Hall School**



**CCTV Policy**

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| **Policy Created** | **January 2022** |
| **Reviewed by Head Teacher on Behalf of Governing Body** | **8th February 2022** |
| **Reviewed**  | **24th January 2024** |
| **Date of Next Review** | **Autumn Term 2025** |

# CCTV policy

The school uses closed-circuit television (CCTV) in order to protect the safety of students, staff, parents/carers and visitors.

This policy outlines how the school uses CCTV in line with the principles set out within the Surveillance Camera Code of Practice 2021. All personal data obtained is stored in accordance with UK General Data Protection Regulations (UKGDPR) and Data Protection Act 2018.

## Purpose

The CCTV recordings may be used for:

* prevention and detection of crimes, in the school and on the premises
* student behaviour management, discipline and exclusions
* staff disciplinary and associated processes and appeals
* maintaining a safe environment for the whole school community

## CCTV system operation

The CCTV system will be operational 24 hours a day, 365 days a year.

The Data Controller is registered with the Information Commissioner’s Office.

The system does not record audio.

All recordings will have date and time stamps.

## Location of cameras

The cameras are located in places that require monitoring in order to achieve the purpose of the CCTV system.

Appropriate signs are displayed around the school premises within prominent locations that clearly identifies that CCTV recording is in operation.

## General access to CCTV footage

It will not be common practice to release CCTV footage unless satisfactory evidence for a secure legal basis can be provided. This is authorised within Section 115, Crime and Disorder Act 1998.

In appropriate circumstances, the school may allow authorised personnel to view footage where the above [purposes](#_Purpose) are considered.

The school will maintain a record of all disclosures.

All requests for access should made in writing to the system manager Jason Brooks and be specific to a date and time frame.

Any disclosure will be done in line with UK GDPR and Data Protection.

The school cannot guarantee disclosure of footage when made under a Subject Access Request due to:

* lack of technical resources available in order to blur or redact the footage
* the release of footage would prejudice an ongoing investigation
* other identifiable individuals have not consented

## Authorised CCTV system operators

The school has limited staff members, who are fully trained and understand the importance of confidentiality, authorised to access and operate the CCTV system.

The authorised personnel within school are:

* Jason Brooks, headteacher – system manager
* Andrew Patterson, school business manager
* Matt Whitsey, site/premises manager
* Mark Lewin, IT network manager

## Storage of footage

Footage will be retained for no longer than necessary to achieve the [purposes](#_Purpose) of the system.

The retention period will be 30 days. At the end of the retention period, the files will be overwritten.

On occasion footage may be retained for longer than 30 days. For example, where a law enforcement body is investigating a crime.

Recordings will be downloaded and encrypted, so that the data will be secure, and its integrity maintained, to ensure it can be used as evidence if required.

All recordings must be logged and traceable throughout their life within the system.

## CCTV system security

A full Data Privacy Impact Assessment will be completed upon deployment, replacements, development or upgrading of the CCTV system. This is in line with the UK GDPR principle, Privacy by Design, and ensures the aim of the system is reasonable, necessary and proportionate.

The system will be made secure by the following safeguards:

* the system manager will be responsible for overseeing the security of the footage and recorded images, maintenance and training of authorised personnel
* the system will be check for faults throughout each day
* the footage will be stored securely and encrypted
* the software updates will be installed as soon as possible
* the recorded footage will be password protected
* the equipment will be located in a secured lockable enclosure accessible only to authorised personnel
* adequate cyber security measures will be in place to protect footage from cyber-attacks
* a register of authorised staff is maintained, reviewed and updated when necessary

## Covert recording

The school will only ‘covert record’ when the following criteria are met:

* an assessment concluded that if we had to inform individuals that recording was taking place it would prejudice our objective
* there is reasonable cause to suspect specific criminal activity or actions that could result in a serious breach of staff or volunteer behaviour expectations is taking place
* covert processing is carried out for limited and reasonable period of time and related to specific suspected criminal activity
* if the situation arises where the school adopts ‘covert recording’, there will be a clear documented procedure which sets out how the decision to record covertly was reached, by whom and the risk of intrusion on individuals

## Complaints

Any complaints should be made in writing to the system manager:

* Jason Brooks, Headteacher
* Email address: admin@maplewell.leics.sch.uk

## Review and monitoring

Appropriate changes will be made accordingly in line with changes to legislation.

The headteacher will communicate changes to all authorised staff members.

Scheduled review date is Autumn Term 2025

**CODE OF PRACTICE POLICY STATEMENT**

This code of practice policy statement relates to the Closed-Circuit Television System installed within Maplewell Hall School and Maplewell Hall Post 16.

The system manager is the Headteacher of Maplewell Hall School who has the overall responsibility of ensuring the management of the systems recorded images, maintenance and training of persons authorised to use the system and who has responsibility as Data Controller for the CCTV system.

Other authorised personnel trained to operate the system are:

1. The School Business Manager, Site Manager and IT Network Manager.

The objectives of the system are:

* to assist in the detection of crime, provide evidence of crime and to deter those who have criminal intent
* to give confidence to staff and visitors that they are in a secure environment
* to provide management information relating to Health & Safety matters
* to support pupil behaviour and discipline management.
* to record actions of staff, pupils and school visitors that may be used for disciplinary or monitoring purposes

**System**

The system comprises of the following primary items:

|  |  |
| --- | --- |
| Recording media type | Digital Recorder DVR recording system |
| The system records images from | Colour and night vision cameras |
| Monitors | Main Site & Post 16 |  |  |
| Fixed cameras | Around site - marked |  |  |
| Moveable cameras | n/a |  |  |
| Covert cameras | n/a |  |  |
| CCTV signs | Posted adjacent /vicinity of each camera |  |  |

The operating manuals relating to the specific items of equipment have been compiled and are located in the respective CCTV Server Room. It is the responsibility of **the Principals** to ensure that all authorised staff are aware of the function of the system and capable of operating the system.

**General Principles**

The principles detailed in the CCTV Code of Practice 2008 are observed in the operation and management of the system.

**SUBJECT ACCESS REQUEST**

|  |  |
| --- | --- |
| Date of footage |  |
| Start time of footage |  |
| End time of footage |  |
| Cameras of required footage |  |
| Current time on recorder |  |
| Time using speaking clock |  |
| Person requesting footage |  |
| Copy of footage has been recorded to DC/DVD/USB |  |
| Serial number of copied media disk |  |

The above information and associated CCTV footage has been compiled on behalf of: Maplewell Hall School

The footage detail above has been compiled in accordance with the CCTV code of practice 2008. It is the recipient’s responsibility to store and dispose of the recorded media in accordance with the CCTV Code of Practice 2008 and the recipients take full responsibility for the safe keeping of the footage as detailed above. A copy of the codes can be obtained by visiting [www.ico.gov.uk.](http://www.ico.gov.uk/)

Maplewell Hall School will maintain a log of access requests detailing who the requests have been made by.

**Issuer of the above footage**

|  |  |  |
| --- | --- | --- |
| Name | Signature | Date |
|  |  |  |

**Recipient of the above footage**

|  |  |  |
| --- | --- | --- |
| Name | Signature | Date |
|  |  |  |
| Address |  |
| Identification |  |