

# Heathfield School's Partnership CCTV System Policy

## Introduction

The purpose of this policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Heathfield School's Partnership hereafter referred to as 'the school'. The system comprises of twelve fixed cameras located in the Junior school and six in the Infant school. The cameras are monitored from the two central control units located in each schools office and are only available to selected senior staff on the Administrative Network

This policy follows Data Protection Act guidelines and will be subject to review bi-annually to include consultation as appropriate with interested parties.

The CCTV system is owned by the school.

## 2. Objectives of the CCTV scheme

- To protect the school buildings and their assets
- To increase personal safety and reduce the fear of crime
- To support the police in a bid to deter and detect crime
- To assist in identifying, apprehending and prosecuting offenders
- To protect members of the public and private property
- To assist in managing the school.

## 3. Statement of intent

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. The school will treat the system and all information, documents and recordings obtained and used as data which are protected by the Act.

Cameras will be used to monitor activities within the school, its car parks, public areas and the school roof 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.

Staffs have been instructed that static cameras are not to focus on private homes, gardens and other areas of private property. 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 using the school's forms for Directed Surveillance to take place, as set out in the Regulation of Investigatory Power Act 2000.

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

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

The scheme will be administered and managed by the Premises Team (here after referred to as 'the Premises Manager and Caretaker' in accordance with the principles and objectives expressed in the code. The day-to-day management will be the responsibility of the Head

Teacher, Senior Management Team (SMT) and the Premises Team for out of hours and at weekends.

The CCTV unit will only be available to the Head teacher, SMT and the Premises Team. The CCTV system will be operated 24 hours each day, every day of the year.

## **5. School Office**

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

Access to the school office and CCTV unit will be strictly limited to the Head teachers, SMT and the Premises Team. Unless an immediate response to events is required, staff in the CCTV Control Room must not direct cameras at an individual or a specific group of individuals.

Visitors and other contractors wishing to enter the school office will be subject to particular arrangement as outlined below. Head teachers must satisfy themselves over the identity of any other visitors to the school office and the purpose of the visit with regards to the CCTV. Where any doubt exists access will be refused. Details of all visitors will be endorsed in the visitors log book (in relation to the CCTV system).

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 Head teacher or his deputy and must be accompanied by them throughout the visit unless delegated to the premises team. Any visit may be immediately curtailed if prevailing operational requirements make this necessary.

If out of hours emergency maintenance arises, the premises team must be satisfied of the identity and purpose of contractors before allowing entry. A visitor's book will be maintained in the reception area. Full details of visitors including time/data of entry and exit will be recorded.

The school office will not be staffed out of hours and weekends therefore the school office must be locked. During the working day when not staffed the room must be kept secured.

Other administrative functions will include maintaining DVD's filing and maintaining occurrence and system maintenance logs.

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

## **6. Liaison**

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

## **7. Monitoring procedures**

Camera surveillance may be maintained at all times. A monitor is installed in the school office to which pictures will be continuously recorded.

If covert surveillance is planned, it can only be undertaken by the police or the Council using the appropriate authorisation forms.

## **8. Video tape procedures**

In order to maintain and preserve the integrity of the DVD 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:

- Each DVD must be identified by a unique mark.
- Before using, each DVD must be cleaned of any previous recording.
- The controller must register the date and time of DVD including reference.
- A DVD required for evidential purposes must be sealed, witnessed, signed by the controller, dated and stored in a separate, secure, evidence store. If a disk 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 the evidence DVD store.

- If the DVD is archived the reference must be noted.

DVD may be viewed by the police for the prevention and detection of crime and authorised officers of the Council. A record will be maintained of the release of the disk to the police or other authorised applicants. A register will be available for this purpose.

Viewing of DVD by the police must be recorded in writing and in the log book. Requests by the police can only be actioned under section 29 of the Data Protection Act 1998.

Should a DVD be required as evidence, a copy may be released to the police under the procedures described in the above bullet points of section 8 of this Code. DVD's will only be released to the police on the clear understanding that the disk remains the property of the school, and both the disk 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 DVD or any part of the information contained thereon. On occasions when a Court requires the release of an original DVD, this will be produced from the recorder as evidence, complete in its sealed bag.

The police may require the school to retain the stored DVD's for possible use as evidence in the future. Such tapes will be properly indexed and properly securely stored until they are needed by the police.

Applications received from outside bodies (for example solicitors) to view or release DVD's will be referred to the Head teacher. In these circumstances DVD's will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, a subject access request, or in response to a court order. A fee can be charged in such circumstances: £10 for subject access requests; a sum not exceeding the cost of materials in other cases.

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

Any breach of the Code of Practice by school staff will be initially investigated by the Head teacher, in order for them to take the appropriate disciplinary action.

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.

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

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

#### **11. Complaints**

Any complaints about the school's CCTV system should be addressed to the Head teacher. Complaints will be investigated in accordance with Section 9 of this Code.

#### **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 them, including those obtained by CCTV. Requests for data subject access should be made on an application form available from the Head teacher.

#### **13. Public information**

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

#### **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 School Office will not be manned out of school hours.

- The school office and control unit is not open to visitors except by prior arrangement and good reason.
- Liaison meetings may be held with the police and other bodies.
- Recording discs will be used properly indexed, stored and destroyed after appropriate use.
- DVD's may only be viewed by authorised Council and Head teacher, SLT staff, the Premises Team and the police.
- DVD's required as evidence will be properly recorded witnessed and packaged before copies are released to the police.
- The DVD recordings will not be made available to the media for commercial or entertainment.
- The disks are rewritable type and will be automatically recorded over after 31 days.
- Any breaches of this code will be investigated by the Head teacher. An independent investigation will be carried out for serious breaches.
- Breaches of the code and remedies will be reported to the Head teacher.

**To be reviewed if systems changed/altered**