

## MANOR JUNIOR SCHOOL

### CCTV SYSTEM POLICY

**Reviewed:** 04.12.24

**Further review by:** 31.12.25

#### 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 Manor Junior School, hereafter referred to as 'the school'.

1.2 The system comprises a number of fixed cameras located around the school site. All cameras are monitored from the School Office and are only available to selected staff on the Senior Management Team and the Administrative Assistant.

1.3 This Code follows Data Protection Act guidelines.

1.4 The Code of Practice will be subject to review every [three](#) years.

1.5 The CCTV system is owned by the school.

#### 2. Objectives of the CCTV scheme

- 2.1 (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 parks 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.

3.4.1 Staff have been instructed that static cameras are not to focus on private homes, gardens and other areas of private property.

3.4.2 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.

3.5 Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Recordings will only be released to the media for use in the investigation of a specific crime and with the written authority of the police. Recordings 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 Headteacher who can delegate various functions to the Senior Management Team and the Administrative Assistant.

4.3 The Control Room (School Office) will be manned by the office staff under guidance from the Headteacher.

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

4.5 The Office Staff 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. Liaison**

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

#### **6. Monitoring procedures**

6.1 Camera surveillance may be maintained at all times.

6.2.1 A monitor is installed in the School Office to which pictures will be continuously recorded.

6.2.2 If covert surveillance is planned or has taken place copies of the Authorisation Forms, including any Review, or Cancellation must be returned to the Corporate Monitoring Officer, Hampshire County Council, Chief Executive's Department, Elizabeth II Court, The Castle, Winchester, Hants. SO23 8UJ.

The corporate policy and procedures can be downloaded from <http://hantsnet2000.hants.gov.uk/TC/cxdatapro/ripa/index.html>

#### **7. Recording procedures**

7.1 Recordings may be viewed by the Police for the prevention and detection of crime, authorised officers of Hampshire County Council for supervisory purposes, authorised demonstration and training.

7.2 A record will be maintained of the release of any recordings to the Police or other authorised applicants. A register will be available for this purpose.

7.3 Viewing of recordings 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.

7.4 Should a recording be required as evidence, a copy may be released to the Police under the procedures described in paragraph 8.1 (iv) of this Code. Recordings will only be released to the Police on the clear understanding that the recording remains the property of the school, and both the recording 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 recording or any part of the information contained thereon. On occasions when a Court requires the release of an original recording this will be produced from the secure evidence recording store, complete in its sealed bag.

7.5 The Police may require the school to retain the stored recordings for possible use as evidence in the future. Such recordings will be properly indexed and properly and securely stored until they are needed by the Police.

7.6 Applications received from outside bodies (e.g. solicitors) to view or release recordings will be referred to the Headteacher. In these circumstances recordings 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.

## **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**

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

10.2 Complaints will be investigated in accordance with Section 9 of this Code.

## **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 on an application form available from the Headteacher.

The forms will also be available to the public, via Hantsweb and at Information Centres.

## **12. Public information**

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

## **Summary of Key Points**

- This Code of Practice will be reviewed every **three** years.
- The CCTV system is owned and operated by the school.
- The Control Room (School Office) will not be manned out of school hours.
- Liaison meetings may be held with the Police and other bodies.
- Recordings will be used properly indexed, stored and destroyed after appropriate use.
- 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.
- Downloaded recordings will be disposed of securely by incineration.
- Any Covert Surveillance or use of a Covert Human Intelligence Source being considered or planned as part of an operation must comply with the corporate policies and procedures. Schools must use these procedures and comply with the requirements set out. Contact the Data Protection Co-ordinator for Schools or Education Department if you require more information.
- Any breaches of this code will be investigated by the Headteacher. An independent investigation will be carried out for serious breaches.
- Breaches of the code and remedies will be reported to the Headteacher.