



# Ralph Sadleir School

## Ralph Sadleir School

### CCTV Policy

Date policy last reviewed: October 2022

Signed by:

Mr. S. Fanthorpe Headteacher Date: 3<sup>rd</sup> October 2022

Mrs. J. Tye Chair of Governors Date: 3<sup>rd</sup> October 2022

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## CCTV SYSTEM POLICY & PROCEDURES

### 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 Ralph Sadleir School

1.2 The system comprises a number of fixed cameras located internally and externally on the school's property. Images are recorded on computer and digital video recorder and are only available to selected senior staff and nominated operators.

1.3 This policy follows the Data Protection Act.

1.4 The policy will be subject to review annually.

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 assets on school property

(b) To assist in identifying, apprehending and prosecuting offenders

(c) To assist in managing the school

(d) To support the police if necessary

### 3. Statement of intent

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

3.2 Cameras will be used to monitor activities within the school grounds to identify any person who mistreats school equipment or premises.

3.3 Cameras are fixed and can therefore not be directed at an individual, their property or a specific group of individuals.

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3.4 Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Images will only be released to external agencies with responsibility for law enforcement. The company/companies tasked with supporting and maintaining the CCTV system may, from time to time, view the cameras and the images during execution of that role.

3.5 Warning signs, as required by the policy of the Information Commissioner have been placed around the school indicating the use of CCTV. Warning signs have also been placed at the entrance to the school covering the external use of cameras.

*The procedures below may be updated by the school as appropriate.*

## **PROCEDURES**

### **4. Operation of the system**

4.1 The system will be administered and managed by the Headteacher, in accordance with the principles and objectives expressed in the policy.

4.2 The day-to-day management will be the responsibility of the Headteacher and nominated contractor.

4.3 The CCTV will be controlled, and recordings made, in a secure location. Access will be limited to the Senior Leadership Team and others with explicit authority of the Headteacher.

4.4 The CCTV system will be operated 24 hours each day, every day of the year, allowing for maintenance interruptions and hardware failure.

### **5. Monitoring procedures**

5.1 Camera surveillance may be maintained at any time.

5.2 A computer / DVD drive is installed, to which pictures will be continuously recorded. This hard drive is password protected.

### **6. Procedures for viewing stored images.**

6.1 Images are not archived. They are stored for approximately 30 days before they are automatically over-written.

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**6.2** Images may be viewed by the police for the prevention and detection of crime and by authorised officers of Hertfordshire County Constabulary.

**6.3** A record will be maintained, by the Designated Safeguarding Lead (Deputy Headteacher), of the release of images to the police or other authorised applicants.

**6.4** Applications received from outside bodies (e.g. solicitors) to view or release tapes will be referred to the Headteacher. In these circumstances, images 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.

**6.5** Images may only be viewed in order to meet (or attempt to meet) one or more of the objectives of the CCTV system identified in 2 above.

## **7. Breaches of the policy (including breaches of security)**

**7.1** Any breach of the policy by school staff will be initially investigated by the Headteacher, in order for them to take the appropriate disciplinary action.

**7.2** Any serious breach of the policy will be immediately investigated and an independent investigation carried out to make recommendations on how to remedy the breach.

## **8. Complaints**

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

## **9. Public information**

This policy will be available to the public on the school website or copies can be requested from the school office.

**Ratified: December 2022**

**Review: December 2022**

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