



# Crowlands Primary School

**CCTV Policy  
2017 - 2020**

Approved by Headteacher  
Reviewed : Autumn 2017  
Amended: Summer 2018  
Next Review Date: Autumn 2020

## **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 Crowlands Primary School, hereafter referred to as 'the School'.

1.2 The system comprises of a total of 19 fixed cameras and 2 PTZ (pan,tilt,zoom) cameras which are located around the School.

All cameras are monitored from a Central monitoring position and are only available to selected SLT and Site Manager Team.

1.3 This policy follows Data Protection Act guidelines.

1.4 The policy will be subject to review bi-annually.

1.5 The CCTV system is owned by the School

1.6 The system was installed and maintained by Metro Security PLC on behalf of the School, a maintenance contract is in place.

## **2. Objectives of the CCTV scheme**

(a) To protect pupils and staff in the School

(b) To protect the School buildings and their assets

(c) To deter potential criminal offenders

(d) To increase personal safety and reduce the fear of 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 school complies with Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its continued use. The Code of Practice is published at:

[http://www.ico.gov.uk/~media/documents/library/Data\\_Protection/Detailed\\_specialist\\_guides/ICO\\_CCTVFINAL\\_2301.ashx](http://www.ico.gov.uk/~media/documents/library/Data_Protection/Detailed_specialist_guides/ICO_CCTVFINAL_2301.ashx)

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, the grounds 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 pupils and staff, together with its visitors.

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

3.5 The planning and design has endeavoured to ensure that the CCTV system 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.

3.6 Information signs, as required by the Code of Practice of the Information Commissioner have been placed at various points around the School.



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

- 4.1 The CCTV system will be administered and managed by the Site Manager and Site staff.
- 4.2 The day-to-day management will be the responsibility of the Site Manager and Site staff.
- 4.3 The CCTV system will be operated 24 hours each day, every day of the year.
- 4.4 The CCTV system for the School was installed by Metro Security PLC and is maintained by them.
- 4.5 Cameras are focused on the main entrance areas and other common areas within the School building. Cameras are NOT located in any discrete areas such as toilets and changing rooms.

#### **5. Monitoring procedures**

- 5.1 Camera surveillance can be maintained at all times.
- 5.2 There is one monitor point in the reception office.
- 5.3 When reviewing any incidents, no one other than personnel authorised by the Head Teacher of the school should be present when reviewing any CCTV footage.

#### **6. Recording procedures**

- 6.1 Any recording required for evidential purposes must be sealed, witnessed, signed by the Head Teacher of the school, dated and stored in a separate, secure, evidence bag.
- 6.2 No one other than authorised personnel should be present when a recording is made, or when an incident is viewed.
- 6.3 Recordings may be viewed by the Police for the prevention and detection of crime and by authorised officers of The London Borough of Havering Council.
- 6.4 A record will be maintained of the release of recordings to the Police or other authorised applicants.
- 6.5 Requests by the Police can only be actioned under section 29 of the Data Protection Act 1998.
- 6.6 Should a recording be required as evidence, a copy may be released to the Police under the procedures described in paragraph 6.1. Recordings will only be released to the Police on the clear understanding that it remains the property of the School, and both the recording and information contained on it are to be treated in accordance with this policy. The School also retains the right to refuse permission for the Police to pass to any other person the media or any part of the information contained thereon. On occasions when a Court requires the release of an original recording, this will be provided by the School.
- 6.7 The Police may require the School to make and retain recordings for possible use as evidence in the future. Such recordings will be securely stored until they are needed by the Police.
- 6.8 Applications received from outside bodies (e.g. solicitors) to view or release recordings will be referred to the Head Teacher of School. 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.

## **7 Training.**

7.1 Training will be given to those individuals that have been chosen by the Head Teacher of School to monitor and or replay incidents.

## **8 Breaches of the code (including breaches of security)**

8.1 Any breach of the CCTV policy by School staff will be initially investigated by the Head Teacher of School, in order to take any appropriate disciplinary action.

8.2 Any serious breach of the CCTV Policy will be immediately investigated and an independent investigation carried out to make recommendations on how to remedy the breach.

## **9. Complaints**

9.1 Any complaints about the School's CCTV system should be addressed to the Head Teacher of School.

## **10. Subject Access Requests (SAR)**

10.1 Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act.

10.2 All requests should be made in writing to the Head teacher. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time and location.

10.3 The school will respond to requests within 20 working days of receiving the written request and fee.

10.4 The school reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

## **11 Public information**

11.1 Copies of this policy will be available to the public from the School website, the School This CCTV system and the images produced by it are controlled by the Head teacher who is responsible for how the system is used and for notifying the Information Commissioner about the CCTV system and its purpose (which is a legal requirement of the Data Protection Act 1998).

Crowlands Primary School has considered the need for using CCTV and have decided it is required for the prevention and detection of crime and for protecting the safety of customers. It will not be used for other purposes. We conduct an annual review of our use of CCTV.

	<b>Checked (Date)</b>	<b>By</b>	<b>Date of next review</b>
Notification has been submitted to the Information Commissioner and the next renewal date recorded.	Summer 2018	L. Rowley	Summer 2020
There is a named individual who is responsible for the operation of the system.	Yes	D. Gregory	
A system had been chosen which produces clear images which the law enforcement bodies (usually the police) can use to investigate crime and these can easily be taken from the system when required.	Yes		
Staff and members of the school community will be consulted about any proposal to change or add additional CCTV equipment.	NA		
Cameras have been sited so that they provide clear images.	Yes		
Cameras have been positioned to avoid capturing the images of persons not visiting the premises.	Yes		
There are visible signs showing that CCTV is in operation. Where it is not obvious who is responsible for the system contact details are displayed on the sign(s).	Yes		
Images from this CCTV system are securely stored, where only a limited number of authorised persons may have access to them.	Yes		
The recorded images will only be retained long enough for any incident to come to light (e.g. for a theft to be noticed) and the incident to be investigated.	Yes		
Except for law enforcement bodies, images will not be provided to third parties.	Yes		
The organisation knows how to respond to individuals making requests for copies of their own images. If unsure the controller knows to seek advice from the Information Commissioner as soon as such a request is made.	Yes		
Regular checks are carried out to ensure that the system is working properly and produces high quality images.	Yes		



# CCTV

**These premises are  
under 24 hour  
CCTV surveillance**

**For the purpose of:**

Reducing crime and monitoring of the school buildings in order to provide a safe and secure environment for pupils, staff and visitors, and to prevent the loss or damage to the school property.

**For further information contact:**

The School Office  
Telephone: 01708 743402  
Email: [office@crowlands.havering.sch.uk](mailto:office@crowlands.havering.sch.uk)