

Webheath Academy Primary School

Closed Circuit Television (CCTV) Policy



Approved, ratified and adopted by the Local Governing Body on 24th June 2024

Chair: David Sullivan

This policy will be reviewed every two years or when circumstances or advice and guidance changes.

At Webheath Academy Primary School, we take our responsibility for the safety of staff and students very seriously. We use Closed Circuit Television (CCTV) cameras to support the members of our school community for the security and protection of staff, students and visitors. This improves the security of buildings and facilities that are accessed.

The CCTV system is owned and managed by Webheath Academy Primary School and no other third parties will have direct access to the contents recorded (except police upon request).

The purpose of this policy is to manage and regulate the use of the CCTV system at Webheath Academy Primary School and ensure that:

- Everyone complies with the Data Protection Act 1998.
- The images captured are useable for the purposes they are required for.
- We reassure those persons whose images are being captured that the images are being handled in accordance with data protection legislation.

This policy covers the use of CCTV and other systems which capture moving and still images of people who could be identified, as well as information relating to individuals for any of the following purposes:

- Maintaining a safe environment.
- Ensuring the welfare of students and staff.
- Deterring criminal acts against persons and property.
- Observing and monitoring.

Common CCTV systems are now based around digital technology and so need to be treated as information processed under the general principles of the Data Protection Act 1998. We will be following the CCTV Code of Conduct generated by the Data Protection Commissioner in July 2000 (available via the Information Commissioner's Office).

Webheath Academy Primary School is committed to ensure that the data will be:

- fairly and lawfully processed;
- processed for required and legal purposes;
- adequate, relevant and not excessive;
- accurate;
- not kept for longer than is necessary;
- processed in accordance with individuals' rights;
- secure.

The purpose of the CCTV system is to ensure that key areas of the site of Webheath Academy Primary School are kept secure from intrusion, damage or disruption, or for such incidents to be monitored.

The CCTV system will be registered with the Information Commissioner's Office (ICO) under the Data Protection Act 1998. The CCTV system is a closed digital system which does not record audio. Advisory signs have been placed throughout the premises where the CCTV system is active, as mandated by the Code of Practice of the Information Commissioner's Office. Recordings will only be released following a written request from the police, or in respect of a subject access request.

The quality of images produced by the equipment will be such that positive matches against any existing member of staff, student, authorised visitor or unauthorised intruder may be made by nominated personnel or legal authorities. This may only be done according to the scheme's purpose, e.g. legal authorities identifying intruders, Senior Leaders identifying individuals.

Images will only be retained for as long as they are required. The system will automatically delete recordings after a maximum of 31 days in accordance with the Data Protection Act 1998. Images will be kept no longer than is necessary or legal.

Records of the CCTV system activities and access made will be logged by the CCTV authorised generator to include:

- who registered the review;
- who made the identification of individuals;
- who was involved;
- outcomes.

Access to the CCTV system, software and data will be strictly limited to authorised operators. Live and recorded materials will only be viewed by authorised operators for the purpose of reviewing incidents, and as a result images may be released to the police for the detection of crime under Section 29 of the Data Protection Act 1998.

CCTV Authorised Operators are:

- SLT
- Phase Leaders
- Site Manager
- School Business Manager
- Reception Staff (site visibility throughout the day)

The main control and recording facility is kept secure.

All cameras and equipment will undergo regular maintenance by Webheath Academy Primary School staff or by third party contactors.

Location of screens with live stream of cameras displayed:

- All cameras are visible in the front office.

Location of cameras within Webheath Academy Primary School:

- Inside – Reception entrance area
- Outside – Front reception entrance above main door
- Outside – Main Hall above ramp
- Outside – Reception play area, reception classroom exit
- Outside – Nursery playground, outside nursery exit
- Outside – Side rear car park, above year 1 door
- Outside – Rear side, corner of nursery
- Outside – Side gate, wall outside year 3 classroom
- Outside – Year 1 play area, outside year 1 classroom
- Outside – Front playground, under year 6 window over lean to
- Outside – Side playground, corner of building by stair fire exit
- Outside – Side Road, corner of kitchen
- Outside – Playground front gate, above lean to
- Outside – Front left playground, above lean to under Year 6 classroom

(A map of the building is available upon request).

Managing, monitoring and evaluating the policy

The designated lead for this policy will ensure that current procedures are monitored and evaluated throughout the year. Monitoring of this policy will be undertaken by the relevant members of the Senior Leadership Team and the Governing Body. This policy will be reviewed every two years unless changes to statutory guidance and practice occur before the review date.