



STOUR VALLEY
COMMUNITY SCHOOL

CCTV Policy

Introduction

Stour Valley Community School uses closed circuit television (CCTV) images to reduce crime and monitor 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 school property.

This policy sets out how the school's approach to the use of CCTV affects individuals.

Cameras are located throughout the site, record at all times and some cameras have sound recording capability. It is not economically viable to cover all areas but the school will target areas where installation of CCTV can enhance site security, deter crime, ensure the safety of students and staff, and aid in monitoring areas where incidents are more likely to occur.

Signs are displayed prominently throughout the school site to inform individuals that CCTV is in use and the school will ensure that all cameras are set up in a way that ensures that there is minimal intrusion of privacy, and that any intrusion is fully justified.

The CCTV system is maintained by the IT Manager and camera sitings are determined by the senior leadership team. Termly checks of appropriate retention and data security are performed by the IT manager.

The CCTV is monitored centrally from the school reception by reception staff throughout the school day to enable proactive response to incidents.

All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images and sound. All operators are trained by the school data controller in their responsibilities under the CCTV Code of Practice. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images and sound.

The introduction of, or changes to, CCTV monitoring will be subject to review by the school's senior leadership team.

The school is registered with the Information Commissioner under the terms of the Data Protection Act. The use of CCTV, and the associated images and any sound recordings, is covered by the Data Protection Act.

Purpose of CCTV

The school does not routinely use CCTV for monitoring the work of employees or finding out whether or not they are complying with the school's policies and procedures.

Limits on use of CCTV

CCTV will not be operated within toilet cubicles, private offices or changing rooms, unless this is necessary for the investigation of a serious crime or there are circumstances in which there is a serious risk to health and safety or to the operation of the school. CCTV will be used in this way only where it is a proportionate means of achieving the aim in the circumstances as determined by the senior leadership team.

Covert CCTV will only ever be set up for the investigation or detection of crime or serious misconduct. The use of covert CCTV will be justified only in circumstances where the investigator has a reasonable suspicion that the crime or serious misconduct is taking place and where CCTV use is likely to be a proportionate means of securing evidence.

Evidence from CCTV footage

CCTV evidence may be used against an employee in disciplinary proceedings only where such evidence tends to show, in the reasonable belief of the employer, that they have been guilty of serious misconduct. The employee will be permitted to see and respond to the images in these circumstances. CCTV evidence of a student may be used at any time for any reason that the school deems to be necessary in order to ensure the continued operation and safety of the school.

Storage of CCTV footage

Recorded data will not be retained for longer than is necessary. While retained, the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of the people whose images have been recorded. Images from CCTV footage will be securely stored and only authorised personnel will have access to them.

Subject Access Requests (SAR)

Individuals whose images are recorded have a right to view images of themselves and to be provided with a copy of the images.

All requests should be made in writing to reception. 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.

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

Access to and Disclosure of Images to Internal Parties

For data security purposes, access is restricted to specific staff operating in specific locations. In most cases, staff should make CCTV access requests via main reception, who will access the footage on their behalf using the dedicated live viewing station. Where this is not possible, a ticket should be raised with the IT helpdesk and the IT team will retrieve the footage if the request meets data protection requirements and the requirement for footage is deemed to be appropriate. An authorised operator can review and export footage as necessary.

The following staff are authorised operators of the CCTV system:
Senior Leadership Team, Designated Safeguarding Leads, IT Manager, Reception

Access to and Disclosure of Images to Third Parties

There will be no disclosure of recorded data to third parties other than to authorised personnel such as the Police and service providers to the school where these would reasonably need access to the data (e.g. investigators).

Requests should be made in writing via the school reception.

Complaints

Complaints and enquiries about the operation of CCTV within the school should follow the processes documented in the school's complaints policy.

Ratified by Governing Body	SVCS LGB
Date	25 June 2024