

The Ivory Federation
Springhead Infant & Nursery School
CCTV Policy

Rationale

Having CCTV in a primary school serves as a proactive measure to ensure the safety and security of pupils, staff, and visitors. By providing continuous monitoring of school premises, CCTV cameras act as a deterrent to potential threats such as vandalism, theft, or unauthorised entry. Additionally, they enable quick response to emergencies, help in investigating incidents, and provide accountability in case of disputes.

The presence of CCTV offers reassurance to parents, fosters a secure learning environment, and promotes responsible behaviour amongst the children. It also aids in effective supervision, emergency preparedness, and facilitates the implementation of appropriate safety protocols. Overall, CCTV in primary schools is a valuable tool that enhances safety, security, and peace of mind for the entire school community.

While the primary purpose of CCTV is for safety and security, we are committed to balancing its use with respect for privacy. CCTV will be used solely for security purposes and footage will be handled with the highest level of care and in compliance with relevant data protection regulations, including the General Data Protection Regulation (GDPR). Footage will be stored securely and accessed only by authorised personnel when necessary. This ensures that CCTV is used responsibly and transparently, with respect for the privacy of all individuals within the school community.

Purpose

The purpose of this policy is to regulate the management, operation, and use of the CCTV system (Closed Circuit Television) at Springhead Infant School. The school uses CCTV images to prevent, identify, and reduce crime, as well as to monitor the school premises in order to provide a safe and secure environment for pupils, staff, and visitors, and to protect school property from loss or damage.

CCTV surveillance at the school is intended for the following purposes:

- Protecting the school buildings and assets, both during and after school hours;
- Promoting the health and safety of staff, pupils, and visitors;
- Reducing incidents of crime and anti-social behaviour, including theft and vandalism;
- Supporting the Police in deterring and detecting crime;
- Assisting in identifying, apprehending, and prosecuting offenders.

The CCTV system does have sound recording capabilities. The system is owned and operated by the school, and its deployment is determined by the school's leadership team. The CCTV operates as a standalone system managed by the school.

Scope

This policy applies directly to the location, use, monitoring, recording, and subsequent handling of CCTV footage. The school adheres to the Information Commissioner's Office (ICO) CCTV Code of Practice to ensure that the system is used responsibly and that it upholds trust and confidence in its use.

The ICO Code of Practice is accessible via this link: [ICO CCTV Code of Practice](#)

In areas where CCTV is in operation, the school will ensure that prominent warning signs are displayed alongside each camera to inform individuals of the surveillance.

The school has four cameras positioned around the building. The monitoring system and hard drive are located within the Executive Headteacher's office.

The school does not engage in any covert surveillance.

Location of cameras

The cameras are sited so that they only capture images relevant to the purposes for which they have been installed and care will be taken to ensure that reasonable privacy expectations are not violated.

The school will make every effort to position the cameras so that their coverage is restricted to the school premises.

CCTV will not be used in any regular internal pupil or staff areas. Cameras are currently located in the following areas:

- X2 external at the front of school, positioned near the main entrance and carpark
- X2 external at the rear of school, positioned near the Year 2 external door

Storage and retention of CCTV images

The images captured by the CCTV system will be retained for a maximum of 35 days, unless the image is identified as relevant to an investigation or prosecution, in which case it will be retained specifically for that purpose.

The images and recordings will be stored in a secure environment.

In certain circumstances, the recordings may also be viewed by other individuals to help achieve the objectives outlined in this policy. When CCTV recordings are being viewed, access will be restricted to authorised individuals on a need-to-know basis.

Access

Access to recorded images will be restricted to staff authorised to view them and will not be made widely available. The Executive Headteacher is responsible for supervising access to and maintenance of the CCTV system. The Executive Headteacher may delegate the administration of the CCTV system to another staff member.

When CCTV recordings are being viewed, access will be limited to authorised individuals on a need-to-know basis.

There will be no disclosure of recorded data to third parties, except for authorised personnel such as the Police and service providers to the school, where they reasonably need access to the data (e.g., investigators).

If a Court order is granted for the disclosure of CCTV images, the school will comply with the order. However, careful consideration must be given to exactly what the Court order requires. If there are any concerns regarding disclosure, the Data Protection Officer should be contacted first, and appropriate legal advice may be sought.

Requests for images must be made in writing to the Data Protection Officer.

Subject Access requests (SAR)

Individuals have the right to request CCTV footage relating to themselves under the Data Protection Act and GDPR.

All requests should be made in writing to the Data Protection Officer via the Executive Headteacher. Individuals submitting requests for access will be asked to provide sufficient information to help identify the relevant footage, such as time, date, and location.

- The school does not have the facility to provide copies of CCTV footage; however, the applicant may view the footage if available.
- The school reserves the right to refuse access to CCTV footage if doing so would prejudice the legal rights of other individuals or jeopardise an ongoing investigation.

Responsibilities

The Executive Headteacher and Governors will:

- Ensure that the use of CCTV systems is implemented in accordance with the policy set by the school.
- Oversee and coordinate the use of CCTV monitoring for safety and security purposes within the school.
- Ensure that all existing CCTV monitoring systems are evaluated for compliance with this policy.
- Ensure that CCTV monitoring at the school is conducted in line with the highest standards and protections.
- Review camera locations and be responsible for the release of any information or recorded CCTV footage, in compliance with this policy.
- Maintain a record of access (e.g., an access log) for the release of any recorded material.
- Ensure that monitoring records are not duplicated for release.
- Ensure that the perimeter of view from fixed-location cameras conforms to this policy, both internally and externally.
- Ensure that all areas being monitored respect the privacy of individuals within the school, and that any infringement on privacy is avoided.
- Ensure that external cameras are non-intrusive in terms of their position and views of neighbouring residential housing, adhering to the principle of "Reasonable Expectation of Privacy."
- Ensure that monitoring footage is stored securely, with access restricted to authorised personnel only.
- Ensure that camera control does not infringe on an individual's reasonable expectation of privacy in public spaces.

Conclusion

The implementation of this policy is a vital part of our commitment to safety, security, and accountability. By establishing clear guidelines for the use of CCTV cameras on school premises, we prioritise the well-being of our pupils, staff, and visitors, ensuring a secure and supportive environment for everyone in the school community.

Policy written February 2025