



Parkside School – CCTV Policy

Introduction

Parkside School will maintain a CCTV system consisting of a number of fixed cameras which will be located internally and externally.

The system will operate from the Head Teacher's office and images can only be accessed by approved personnel.

This policy sets out the purposes of the system and the procedures to be followed when managing the system.

This system will be reviewed bi-annually.

Objectives of the CCTV system

1. To protect the school's buildings and its assets.
2. To increase personal safety and reduce the fear of crime.
3. To support the Police in a bid to deter and detect crime.
4. To assist in the identifying, apprehending and prosecution of offenders.
5. To protect staff, students, members of the public and private property.
6. To monitor the behaviour of students.

Statement of intent

The school will treat the CCTV system and all information, documents and recordings obtained in the strictest confidence.

CCTV cameras will be used to monitor activities within the school, its car parks 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 and its visitors.

The school will allow CCTV coverage in student toilets. These must only be fixed cameras, focused on the communal areas and must not cover urinals or cubicles. Where cameras are fitted in toilets, specific warning notices must be displayed clearly.

It will be ensured that private dwellings and property other than that in the periphery of a view that is focused upon school site locations will not be covered by the CCTV cameras.

The planning and design of the system will aim to ensure that the scheme gives maximum effectiveness and efficiency but it is recognised that no system can guarantee to cover or detect every single incident taking place in the areas of coverage.

Unless an immediate response to events is required to meet the objectives of the system, staff will not direct cameras at an individual, their property or a specific group of individuals.



Warning signs will be placed at key points to advise everyone that the area is covered by the school CCTV system.

Operation of the system

The management of the scheme will be the responsibility of the Head Teacher.

The day to day management will be the responsibility of the ICT Service Engineer.

Only authorised users may directly use the system. These will be authorised by the Head Teacher, Deputy Head or Assistant Head. A list of authorised users will be kept by the Head Teacher.

The system will be in operation 24 hours a day, every day of the year.

Control of the system

The ICT Service Engineer will, on a daily basis, check that all cameras are functional and that the system is recording.

A maintenance contract will be in place to carry out regular routine maintenance of the system and for emergency call out in the event of loss of image etc.

Authorised users and Managers of the CCTV system will satisfy themselves as to the identity of anyone wishing to have access to the images from the system and the purpose of the access. In the event that doubt of identity or purpose exists, permission will be refused.

Images captured by the system will usually be stored for a minimum of 14 days and a maximum of 45 days depending on the amount of movement detected by the cameras. Images that need to be saved for longer periods must be approved by the Head Teacher or Deputy Head.

When disposing of equipment which contains stored images, this equipment will be physically destroyed.

Data Access

Authorisation to view images will be restricted to Senior Leadership Team (SLT), Pastoral Support Team or ICT Service Engineer. These people may authorise the viewing of images by other members of staff only when it is necessary to fulfil the objectives of the system, for example to identify a person in an image. Only the Head Teacher or the Deputy Head Teacher may authorise the viewing of images by non-staff members where it is necessary for the purposes of meeting the objectives of the system.

Requests for information

A CCTV log will be maintained recording details of any requests for access to the system and the details of any data supplied, to whom, when and for what purpose.



Applications received from outside bodies (eg solicitors) to view or release records will be referred to the Head Teacher. Charges will be made to cover the costs of production and administration.

Copies of images can be produced where required for the purposes of meeting the objectives of the system. A record will be kept in the CCTV log of the format of the copy (printed still image, DVD etc) and the person to whom the copy is given. No additional copies will be made without permission from the Head Teacher or the Deputy Head Teacher. When no longer required for meeting the objectives of the system, all copies will be securely destroyed.

Complaints

Any complaints about the school's CCTV system will follow the school's usual complaints procedure.

Public Information

Copies of this policy will be available to the public from the school upon request or can be found on the school website (www.parkside.norfolk.sch.uk)

Signed.....  Date 07/11/2018

To Be Reviewed Summer 2020

