



School Closed Circuit Television (CCTV) (including use of Body Worn Video)

Policy Agreed on:

November 2020

Signature:

The Governing Body

Review Date:

November 2021

Throughout this document mention is made of video, video images or video system – this refers to images captured by either CCTV or BWV.

Introduction

- 1.1 Heathfield Community School uses closed circuit television (CCTV) images to reduce crime and monitor the school buildings to provide a safe and secure environment for pupils, staff and visitors, and to prevent the loss or damage to school property.
- 1.2 Heathfield Community School uses Body Worn Video (BWV) images to safeguard the behavioural team.
- 1.3 The system comprises of a number of fixed dome cameras and body worn cameras.
- 1.4 The CCTV system does not have sound recording capability. The BWC may have sound recording capability.
- 1.5 The video system is owned and operated by the school and the deployment of which is determined by the school's leadership team.
- 1.6 Recorded CCTV is viewed centrally from the Site Manager's office only by authorised operators.
- 1.7 CCTV is not monitored, and only viewed in situations where recorded footage is required.
- 1.8 The school's authorised CCTV system operators are: The headteacher, business manager, site team, data protection officer and IT support.
- 1.9 The introduction of, or changes to, CCTV/BWV monitoring will be subject to consultation with staff and the school community.
- 1.10 The use of the video system, and the associated images and any BWV sound recordings, is covered by Data Protection Act 2018 and the Protection of Freedoms Act 2012. This policy outlines the school's use of video systems and how they comply with these Acts.
- 1.11 All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing any recorded images and any sound captured using BWV. 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.

2. Statement of Intent

- 2.1 The school complies with the Surveillance Commissioners Code of Practice. This can be seen at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/282774/SurveillanceCameraCodePractice.pdf

- 2.2 The school also 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

- 2.3 CCTV warning signs will be clearly and prominently placed at all external entrances to the school, including school gates if coverage includes outdoor areas. Signs will contain details of the purpose for using CCTV (see Appendix B). In areas where CCTV is used, the school will ensure that there are prominent signs placed at both the entrance of the CCTV zone and within the controlled area.
- 2.4 If BWV is used then there will be a sign on or near that person's uniform or clothing (see Appendix B).
- 2.5 BWV should not be on all the time and should only be activated when there is an incident.
- 2.6 The planning and design has endeavoured to ensure that the Scheme 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.
- 2.7 All uses of CCTV and BWV will be subject to the self-assessment tools from the Surveillance Commissioners site and have their own Privacy Impact Assessments.

3. Siting the Cameras

- 3.1 Cameras will be sited so they only capture images relevant to the purposes for which they are installed (described above) and care will be taken to ensure that reasonable privacy expectations are not violated. The School will ensure that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection Act 2018.
- 3.2 The school will make every effort to position cameras so that their coverage is restricted to the school premises, which may include outdoor areas.
- 3.3 CCTV will not be used in classrooms.
- 3.4 Members of staff should have access to details of where CCTV cameras are situated, with the exception of cameras placed for the purpose of covert monitoring.

4. Covert Monitoring

- 4.1 The school may in exceptional circumstances set up covert monitoring. For example:
 - i) Where there is good cause to suspect that an illegal or unauthorised action(s), is taking place, or where there are grounds to suspect serious misconduct;
 - ii) Where notifying the individuals about the monitoring would seriously prejudice the reason for making the recording.
- 4.2 In these circumstances, authorisation must be obtained from a member of the senior management team.
- 4.3 Covert monitoring must cease following completion of an investigation.

- 4.4 Cameras sited for the purpose of covert monitoring will not be used in areas which are reasonably expected to be private, for example toilets.
- 4.5 The Human Rights of all the people who use the school must be respected and covert monitoring must only be used as a last resort.

5. Storage and Retention of images

- 5.1 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.
 - 5.1.1 The CCTV images will be kept for 28 days (in line with the purpose for recording this data) unless there is a current incident that is being investigated;
 - 5.1.2 BWV images will be kept for 1 day (in line with the purpose for recording this data) unless there is a current incident that is being investigated;
- 5.2 All retained data will be stored securely and will be listed on the schools Data Asset Audit.
- 5.3 All retained data must be stored in a searchable system. Only a primary copy should be kept and secondary copies should only be created in exceptional circumstances.
- 5.4 All retained data will be securely deleted when no longer required.

6. Access to CCTV images

- 6.1 Access to recorded footage will be restricted authorised staff and, will not be made more widely available.
- 6.2 Staff able to access recorded footage are as follows: Pete Hoare (Head), Ian Grant (Deputy Head), Karl Husband (Deputy Head), Nicola Patmore (Designated Safeguarding Lead), Kate Berryman (Deputy Safeguarding Lead), Nicky Foster (Head of Human Resources) and Julie Taylor (Business Manager). Each member of the authorised team will have their own unique password.
- 6.3 No member of the team will view footage without the presence of another authorised staff member.
- 6.4 Any access to CCTV footage will be logged securely and retained for a minimum of 5 Years.
- 6.5 No staff member will access live CCTV recording.

7. Subject Access Requests (SAR)

- 7.1 Individuals have the right to request access to video footage relating to themselves under the Data Protection Act 2018.
- 7.2 All requests should be made in writing to the Headteacher or the schools Data Protection Officer. 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.

- 7.3 The school will immediately indicate receipt and then respond within 30 calendar days of receiving the written request.
- 7.4 The school reserves the right to refuse access to video footage where this would prejudice the legal rights of other individuals or jeopardise an ongoing investigation.
- 7.5 All attempts will be made to allow the viewing of the video, but if others can be identified (the blurring of faces should be considered) and their consent is not obtained, then selected still images may be provided. If still images continue to identify others then a transcript could be provided but the reasons for not releasing the videos and/or images must be recorded. This transcript might not meet the needs of the subject in requesting access.
- 7.6 The school should not provide copies of the video to others unless instructed to do so in law.

8. Purpose and justification

- 8.1 The School will only use surveillance cameras for the safety and security of the School and its staff, pupils and visitors.
- 8.2 Surveillance will be used as a deterrent for violent behaviour and damage to the School.
- 8.3 The School may share surveillance footage to assist the police in identifying persons who have committed an offence (see paragraph 9.1).
- 8.4 The School will only conduct surveillance as a deterrent and will not site cameras in classrooms or any changing facility.
- 8.5 The School may use surveillance data as part of disciplinary and grievance processes. This will be communicated to students and staff through the School Privacy Notices.
- 8.6 If the surveillance and CCTV systems fulfil their purpose and are no longer required the School will deactivate them.

9. Access to and Disclosure of Images to Third Parties

- 9.1 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) and with the correct authorisation.
- 9.2 Consideration should always be given to the safeguarding and best interest of the pupils. Data Protection should not be used as an excuse to prevent the viewing of images if there is an overwhelming need. All incidences and the reasons for release should be recorded.
- 9.3 Requests should be made in writing to the Headteacher or the school Data Protection Officer.

9.4 The data may be used within the school's discipline and grievance procedures as required, and will be subject to the usual confidentiality requirements of those procedures.

10. Security

10.1 Access to the surveillance system, software and data is strictly limited to authorised school staff and is password protected.

10.2 The School's authorised CCTV system users are:

- Pete Hoare (Head teacher)
- Ian Grant (Deputy Head)
- Karl Husband (Deputy Head)
- Nicola Patmore (Designated Safeguarding Lead)
- Kate Berryman (Deputy Safeguarding Lead)
- Nicky Foster (Head of Human Resources)
- Julie Taylor (Business Manager)

10.3 Visual display monitors are located in a locked office, are password protected and locked at all times. The monitor screen is not in sight of the general public and is turned off when there is no requirement to view recorded images.

10.4 The main control facility is kept secure and locked when not in use.

10.5 Surveillance and CCTV systems will be tested for security flaws once a term to ensure that they are being properly maintained at all times.

10.7 Any unnecessary footage captured will be securely deleted from the system.

10.8 Any cameras that present faults will be repaired immediately to avoid any risk of a data breach.

11. Complaints

9.1 Complaints and enquiries about the operation of CCTV within the school should be directed to the Headteacher or the school's Data Protection Officer in the first instance.

Appendix A - Checklist

	Checked (Date)	By	Date of next review
Notification has been submitted to the Information Commissioner.			
There is a named individual who is responsible for the operation of the system.			
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.			
Staff and members of the school community will be consulted about the proposal to install equipment.			
Cameras have been sited so that they provide clear images.			
Cameras have been positioned to avoid capturing the images of persons not visiting the premises.			
There are visible signs showing that the system is in operation. Where it is not obvious who is responsible for the system contact details are displayed on the sign(s).			
Images from this system are securely stored, where only a limited number of authorised persons may have access to them.			
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.			
Except for law enforcement bodies, images will not be provided to third parties.			
The organisation knows how to respond to individuals making requests for copies of their own images.			
Regular checks are carried out to ensure that the system is working properly and produces high quality images.			

Appendix B – Signage

It is a requirement of the Data Protection Act 2018 to notify people entering a CCTV protected area that the area is monitored by CCTV and that pictures are recorded. The school is to ensure that this requirement is fulfilled.

The CCTV sign should include the following:

- That the area is covered by CCTV surveillance and pictures are recorded
- The purpose of using CCTV
- The name of the school
- The contact telephone number or address for enquiries
- A notice such as this will also be needed for Body Worn Cameras.



Signage for Body Worn Video



<https://www.gov.uk/government/publications/body-worn-video-bwv-icons>