



CCTV POLICY

Start date: January 2019

Review date: January 2020

1 Policy Statement

- 1.1 St Bartholomew's C of E (Aided) Primary School uses Closed Circuit Television ("CCTV") within the premises of the school. The purpose of this policy is to set out the position of the school as to the management, operation and use of the CCTV at the school.
- 1.2 This policy applies to all members of our Workforce, visitors to the school premises and all other persons whose images may be captured by the CCTV system.
- 1.3 This policy takes account of all applicable legislation and guidance, including:
 - 1.3.1 General Data Protection Regulation ("GDPR")
 - 1.3.2 Data Protection Act 2018
 - 1.3.3 CCTV Code of Practice produced by the Information Commissioner
 - 1.3.4 Human Rights Act 1998
- 1.4 This policy sets out the position of the school in relation to its use of CCTV.

2 Purpose of CCTV

- 2.1 The school uses CCTV for the following purposes:
 - 2.1.1 To provide a safe and secure environment for pupils, staff and visitors
 - 2.1.2 To prevent the loss of or damage to the school buildings and/or assets
 - 2.1.3 To assist in the prevention of crime and assist law enforcement agencies in apprehending offenders

3 Description of system

- 3.1 The school has two cameras. One is situated outside the front door of the building and it provides a live feed to the school office so that staff can monitor who rings the buzzer before granting them entry to the school. The second camera is situated by the black gate at the foot of the path which runs alongside the EYFS outdoor classroom and it provides a live feed to the school's multi-purpose room. The main function of this camera is for staff who lead the school's Breakfast Club to monitor who rings the buzzer before granting them access to the school premises.

4 Siting of Cameras

- 4.1 All CCTV cameras will be sited in such a way as to meet the purpose for which the CCTV is operated. Cameras will be sited in prominent positions where they are clearly visible to staff, pupils and visitors.
- 4.2 Cameras will not be sited, so far as possible, in such a way as to monitor areas that are not intended to be the subject of surveillance. The school will make all reasonable efforts to ensure that areas outside of the school premises are not monitored by its cameras.
- 4.3 Cameras will not be sited in areas where individuals have a heightened expectation of privacy, such as changing rooms or toilets.

5 Privacy Impact Assessment

- 5.1 Prior to the installation of any CCTV camera, or system, a privacy impact assessment will be conducted by the school to ensure that the proposed installation is compliant with legislation and ICO guidance.
- 5.2 The school will adopt a privacy by design approach when installing new cameras and systems, taking into account the purpose of each camera so as to avoid recording and storing excessive amounts of personal data.

6 Management and Access

- 6.1 The CCTV system will be managed by the school's Site Manager.
- 6.2 On a day to day basis the CCTV system will be operated by the school's Site Manger.
- 6.3 The CCTV system is checked daily by the school administrative team and Breakfast Club staff to ensure that it is operating effectively

7 Storage and Retention of Images

- 7.1 The CCTV system does not record images as it provides a live feed only.

8 Review of Policy and CCTV System

- 8.1 This policy will be reviewed annually.
- 8.2 The CCTV system and the privacy impact assessment relating to it will be reviewed annually.

9 Misuse of CCTV systems

- 9.1 The misuse of CCTV system could constitute a criminal offence.
- 9.2 Any member of staff who breaches this policy may be subject to disciplinary action.

10 Complaints relating to this policy

- 10.1 Any complaints relating to this policy or to the CCTV system operated by the school should be made in accordance with the School Complaints Policy.

Signed by:



_____ **The chair of governors**

Date: 07/01/2019

C. D. Beckerson

_____ **Headteacher**

Date: 07/01/2019

This document will be reviewed annually