



OAKWOOD  
COMMUNITY SCHOOL

## **CCTV Policy and Procedures**

Policy Established - July 2019

Policy to be Reviewed July 2020, or sooner if legislation or circumstance dictates

### **Introduction**

The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Oakwood School, hereafter referred to as 'the School'.

The system comprises a number of fixed and dome cameras located around the School site. All cameras are monitored within the School and by the School's preferred monitoring company.

This Policy follows Data Protection Act guidelines.

The Policy will be subject to review periodically, but at least every year, to include consultation as appropriate with interested parties.

The CCTV system is owned by the school.

### **Objectives of the CCTV Scheme**

To protect the school buildings and their assets.

To increase personal safety and reduce the fear of crime.

To protect and maintain the well-being of young people and vulnerable adults who may be on the site

To support the Police in a bid to deter and investigate crime.

To assist in identifying, apprehending and prosecuting offenders.

To protect members of the public and private property.

To assist in managing the School, in discussion with pupils, staff and parents regarding conflicts, adverse events, and to come to a solution.

# **CCTV Policy**

## **Statement of Intent**

The CCTV Scheme is and will continue to be registered with the Information Commissioner under the terms of the Data Protection Act 1998 and will seek to comply with the requirements both, of the Data Protection Act and the Commissioner's Code of Practice.

The school treats the system and all information, documents and recordings obtained and used as data in accordance with the Act.

Cameras will be used to monitor activities within the school and 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, together with its visitors.

Staff have been instructed that static cameras are not to focus on private homes, gardens and other areas of private property.

Unless an immediate response to events is required, staff must not direct cameras at an individual, their property or a specific group of individuals, without an authorisation being obtained using the School's forms for Directed Surveillance to take place, as set out in the Regulation of Investigatory Power Act 2000.

Data will be kept for 3 months and then over-written.

Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Recordings will only be released to the media for use in the investigation of a specific crime and with the written authority of the Police. Recordings will never be released to the media for purposes of entertainment.

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.

CCTV coverage within the buildings is motion activated and image only. Within the buildings the CCTV coverage is in corridors, stairwells, public and social areas. Warning signs, as required by the Code of Practice of the Information Commissioner, have been placed at all access routes to areas covered by the school CCTV.

The CCTV system will be operated 24 hours each day, every day of the year.

## **Responsibility for Operation of the System**

### **Chair of Proprietary Board (COPB)**

The Scheme will be administered and managed by the COPB, in accordance with the principles and objectives expressed in the code.

The COPB has overall accountability for how the School utilises CCTV systems, including approval, organisation and management of all CCTV systems in use at the School.

## **Headteacher**

The day-to-day management will be the responsibility of the Headteacher and designated to the deputy in their absence.

## **Control Room**

The ICT Company Kinetic, will check and confirm the efficiency of the system on a regular basis and in particular that the equipment is properly recording and that cameras are functional.

Access to the CCTV facilities will be strictly limited to the COPB, Headteacher and Deputy Headteacher. Unless an immediate response to events is required, staff in the CCTV Control Room must not direct cameras at an individual or a specific group of individuals.

Control operators must satisfy themselves over the identity of any other visitors to the Control Room and the purpose of the visit. Where any doubt exists access will be refused.

The system may generate a certain amount of interest. It is vital that operations are managed with the minimum of disruption.

If out of hours emergency maintenance arises, the Control Room Operators must be satisfied of the identity and purpose of contractors before allowing entry.

Full details of visitors including time/date of entry and exit will be recorded.

When not manned the facility must be kept secured.

Other administrative functions will include maintaining recordings and hard disc space, filing and maintaining occurrence and system maintenance logs. This will be undertaken by the ICT Team at Kinetic.

Emergency procedures will be used in appropriate cases to call the Emergency Services.

## **Governing Body**

The Proprietary Body will undertake a monitoring role – to receive an annual report during the Autumn Term outlining the number and range of requests