



USE OF CCTV POLICY

INTRODUCTION

Avenue Junior School will maintain a CCTV system consisting of a number of fixed cameras which will be located externally. The system will operate from the school in the school office and images can only be accessed by approved personnel who may access the images securely from two designated machines on the school's local network. This policy sets out the purposes of the system and the procedures to be followed when managing it.

PURPOSE OF CCTV USAGE

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.

APPROVED STAFF

There will be two 'approved staff' who will act as personnel responsible for the use of the CCTV system. They will liaise with Alarming UK, the company who operates the system and will be the point of contact for anyone with concerns or queries regarding the use of CCTV or people wishing to gain access to its footage such as the public or police.

The approved staff will be responsible for ensuring that anybody requesting access to the system has a genuine need to do so. There will also be a register of access to the system.

Avenue Junior School has two approved staff:

Debbie Dismore - Headteacher
Mike Hooper – Deputy Headteacher

FAIR COLLECTION OF THE IMAGES

The Data Protection Act will apply to any collection of images and all visitors of the school will be made aware of the use of CCTV via clear notices at the front office and other relevant places informing visitors of the use of its use on the school site. These notices will also detail information about how to raise queries and concerns about the use of CCTV with the approved staff.

QUALITY CONTROL / REPLACEMENT

The CCTV system will be maintained by Alarming UK. The images are collected digitally and can be viewed on a viewing screen in the school office. The images can also be viewed via a secure website only accessible by the approved staff, Debbie Dismore and Mike Hooper. The approved staff will monitor that the images are of such quality to ensure that the purpose of CCTV usage is met. The time and date stamps will also be checked on a monthly basis to ensure that they are accurate. Any concerns about maintenance will be referred to Alarming UK.

RETENTION OF IMAGE

The recordings are held on site on the internal hard drive of the CCTV recorder. The images will be retained for a minimum of 30 days. This may be longer as it depends on how much footage has been recorded to the hard drives. As the hard drive reaches capacity, older images are overwritten by new images. There is no remote server that the recordings go to and they cannot be accessed from off the school site.

DESTRUCTION

The images are digitally recorded and stored to the internal hard drive in the school office. Once the hard drive reaches full capacity, it will automatically overwrite the earliest recordings with the newest recorded footage. Any footage that is wished to be kept can either be locked on the CCTV recorder to prevent it being automatically erased, or copies can be made to a laptop/pc. This action can only be completed by the two approved staff or Alarming UK at the approved staff request. Once the recordings have been erased, they are irretrievable.

ACCESS

Both of the CCTV recorders are password protected. The two approved staff have their own access details. Access to the recorded images will be limited to the approved staff; Debbie Dismore and Mike Hooper and will only be viewed if such access is deemed relevant to achieving the purpose of CCTV usage.

The approved staff (Mike Hooper and Debbie Dismore) may authorise the viewing 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 approved staff may authorise the viewing of images by non-staff members where

it is necessary for the purposes of meeting the objectives of the system, for example, by the police.

Disclosures

Disclosures of data will only be made in exceptional circumstances appropriate to meeting the aims of the CCTV system; for example, sharing of information with the police to prevent crime.

Data subject rights

Should subjects of CCTV footage request access to recordings, they must do so in writing stating their:

- Name and role
- Reason for request
- Clear purpose for access

Anybody granted access will view the recording within the school. A copy of the recording will not be released, unless for purposes such as prevention or detection of crime as requested by the police.

Monitoring and Review

This policy was written following guidelines from Norfolk County Council. It was discussed at the Resources Committee on 9th September 2016 and approved by the Full Governing Body on 26th September 2016. It should be reviewed every two years