



CCTV Policy

Document Control

Organisation	The Saints' Federation All Saints' C/W Primary School St David's CiW Primary School St. Mellons CiW Primary School
Title	CCTV Policy
Author	
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Revision History

Revision Date	Revision	Previous Version	Description of Revision
Feb 2024			Approved by GB
May 2026			Name changes and addition of St. Mellons

Signed by Chair of Governors on behalf of the Governing Body

Signed by the Executive Headteacher:

Date approved:

Introduction

The purpose of this policy is to set out the management, operation and use of the closed circuit television (CCTV) systems at all three schools within The Saints' Federation, All Saints' C/W Primary School, St. David's CiW Primary School and St. Mellons CiW Primary School.

All Saints' CCTV systems comprises 13 cameras located within and around the school buildings. St. David's CCTV systems comprises 32 cameras located within and around the school buildings.

St. Mellons CCTV systems comprises xx cameras located within and around the school buildings.

The monitoring and recording equipment is located at the school offices at all three schools and overall the school officer in charge of the CCTV system is the Executive Headteacher, Claire Cook and each Head of School.

All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images.

All employees are aware of the restrictions in relation to access to, and disclosure of recorded images.

This Policy has been drawn up to govern the management of all operations of CCTV devices and other recording devices which are subject to the provisions of the:

- Data Protection Act 2018
- ICO CCTV Code of Practice requirements
- Human Rights Act
- Home Office Surveillance Camera Code of Practice.

Purpose of processing CCTV

The use of the systems operated by the school shall be for the purpose of:-

- Prevention and detection of crime
- Reducing the fear of crime
- Improving protection of staff, children and parents

- Improving the safety and security of residents, visitors and the business community who use the facilities
- Discouraging anti-social behaviour

Statement of intent

The CCTV system has been registered with the Information Commissioner under the terms of the Data Protection Act 2018 and will comply with the requirements of both the Data Protection Act 2018 and the associated Codes of Practices outlined within this policy.

The Executive Headteacher shall ensure that all appropriate staff are trained on the use of the equipment and are familiar with their data protection responsibilities.

All devices operated are subject to Impact Assessments in line with the CCTV Code of Practice to ensure that they have legitimate purposes for processing in line with the requirements of the Data Protection Act 2018 and Article 8 of the Human Rights Act.

CCTV Warning signs, as required by the Code of Practices' will be placed around all areas of the school. These will clearly set out that CCTV is in operation, the owner of the system and contact details of the system owner.

Cameras will be sited so they only capture images relevant to the purposes for which they are installed and care will be taken to ensure that reasonable privacy expectations are not violated.

Storage and retention of footage

Footage will not be retained for longer than 31 days, unless an incident occurs which necessitates extraction and retention of said footage as evidence.

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.

All retained data will be stored securely.

Access to footage

Access to recorded images will be restricted to those staff authorised to view them, and will not be made more widely available.

Individual Right Requests

Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act 2018.

All requests should be made in writing to the Executive Headteacher or Head of School. 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.

The school will **respond to requests within 30 calendar days** of receiving the written request.

Access to and disclosure of footage to third parties

There will be no disclosure of recorded data to third parties other than to authorised organisations, such as the Police, where there may be a reasonable need to access the footage.

These requests will be documented under the Schedule 2 and 3 conditions of the Data Protection Act to ensure disclosures are lawful. Requests must be made in writing to the Executive Headteacher or Head of School.

Footage 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.

Complaints

Any complaints about the school's CCTV system should be addressed to the Executive Headteacher or Head of School.

Complaints will be investigated in accordance with this Policy.

Equality Impact Statement

At The Saints' Federation, we recognise and celebrate the fact that British and Welsh society is made up of people from diverse backgrounds and life experiences and as such, seek to reflect this in all of our school policies. In accordance with the Equalities Act 2010 our policies and learning and teaching strategies fulfil the duties to promote equality for people with protected characteristics, and embed fairness and equality at the heart of our school community and in all aspects of our school plans and policies. Through this policy we seek to:

1. Eliminate discrimination, harassment and victimisation.
2. Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.

3. Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

At our schools, we aim to provide happy, caring environments in which all children can feel confident and able to learn. We seek to foster environments of mutual respect and support between all staff, pupils, parents and carers and the wider community and this is reflected in the content of each policy.

The Saints' Federation values and encourages involvement of people from all sections of the local community and through this involvement aims to provide positive images, role models and opportunities that challenge stereotyped thinking.