CCTV System policy

Weaverham High School

Approved by:	Governing Body	**Date:** 7th October 2026
Last reviewed on:	September 2026	
Next review due by:	September 2027	

Introduction

The purpose of this policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Weaverham High School hereafter referred to as 'the school'. The system comprises a number of fixed cameras located around the school site. All cameras are monitored from 2 locations, live views are accessible via a monitor in the main office, Deputy headteacher's office and the Site Manager's office. Recorded images are viewed from these locations and are only available to staff who have been authorised by SLT

This policy follows Data Protection Act guidelines and will be subject to review annually to include consultation as appropriate with interested parties. This policy is also integrated with our overall Data protection policy and GDPR compliance.

The CCTV system is owned by the school.

2. Objectives of the CCTV scheme

- To protect the school buildings and their assets
- To increase personal safety and reduce the fear of crime
- To support the police in a bid to deter and detect crime
- To assist in identifying offenders
- To protect members of the public and private property
- To assist in managing the school.

3. **Statement of intent**

The CCTV Scheme has been 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 will treat the system and all information, documents and recordings obtained and used as data which are protected by the Act.

Cameras will be used to monitor activities within the school, 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. CCTV cameras are also installed to monitor the 3G pitch

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

Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Discs will only be released to the **police** for use in the investigation of a specific crime.

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. 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.

4.**Operation of the system**

The scheme will be administered and managed by the Headteacher, in accordance with the principles and objectives expressed in the code. The day-to-day management will be the responsibility of both the Senior Leadership Team (SLT) and the Premise Manager during the day and the Premises Team out of hours and at weekends. The CCTV system will be operated 24 hours each day, every day of the year.

5.The Site Manager will check and confirm the efficiency of the system daily and in particular that the equipment is properly recording and that cameras are functional.

Access to the CCTV recorded images will be strictly limited to the SLT, authorised staff such as HOY and the Site Team.

Access rights to recorded images and footage are through a secure password. A list of all authorised password holders is kept by SLT

Other administrative functions will include maintaining recordings and hard disc space, filing and maintaining occurrence and system maintenance logs.

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

6. Liaison meetings may be held with all bodies involved in the support of the system.

7. Monitoring procedures Camera surveillance may be maintained at all times. A monitor/DVR + NVR is installed in the main office to which pictures will be continuously recorded.

If covert surveillance is planned, it can only be undertaken by the police or the Council using the appropriate authorisation forms.

8. Log book
Viewings of all recordings must be recorded in writing in the log book

9. Video disc/DVD procedures In order to maintain and preserve the integrity of the discs used to record events from the hard drive and the facility to use them in any future proceedings, the following procedures for their use and retention must be strictly adhered to:

- Each disc must be identified by a unique mark.
- Before using, each disc must be cleaned of any previous recording.
- The controller must register the date and time of disc insert, including disc reference.
- A disc (recording) required for evidential purposes must be sealed, witnessed, signed by the controller, dated and stored in a separate, secure, evidence store. If a disc is not copied for the police before it is sealed, a copy may be made at a later date providing that it is then resealed, witnessed, signed by the controller, dated and returned to the evidence store.
- If the disc is archived the reference must be noted.

Recordings may be viewed by the police for the safety and prevention and detection of crime and authorised officers of the Council. A record will be maintained of the release of recordings to the police or other authorised applicants. A register will be available for this purpose.

Viewing of recordings by the police must be recorded in writing and in the log book. Requests by the police can only be actioned under section 29 of the Data Protection Act 1998. Should a recording be required as evidence, a copy may be released to the police under the procedures described in the above bullet points of section 8 of this Code. Recordings will only be released to the police on the clear understanding that the recording remains the property of the school, and both the recording and information contained on it are to be treated in accordance with this code. The school also retains the right to refuse permission for the police to pass to any other person the recording or any part of the information contained thereon. On occasions when a Court requires the release of an original recording, this will be produced from the secure evidence store, complete in its sealed bag.

The police may require the school to retain the stored discs for possible use as evidence in the future. Such discs will be properly indexed and properly and securely stored until they are needed by the police.

10. Breaches of the code (including breaches of security) Any breach of the Code of Practice by school staff will be initially investigated by the Headteacher/DPO, in order for them to take the appropriate disciplinary action.

Any serious breach of the Code of Practice will be immediately investigated and an independent investigation carried out to make recommendations on how to remedy the breach.

11. Assessment of the scheme and code of practice Performance monitoring, including random operating checks, may be carried out by the Site Manager.

12. **Complaints**

Any complaints about the school's CCTV system should be addressed to the Headteacher. Complaints will be investigated in accordance with Section 9 of this Code and in line with the school's complaints procedure.

13**. Access by the data subject**

The Data Protection Act/ GDPR provides data subjects (individuals to whom 'personal data' relate) with a right to data held about themselves, including those obtained by CCTV. Requests for data subject access should be made on a SAR form available from the Headteacher. In the event that CCTV footage includes images of other people request for the data will be denied.

14. Public information Copies of this Code of Practice will be available on the school website

Summary of Key Points

- This Code of Practice will be reviewed annually.
- The CCTV system is owned and operated by the school.
- The CCTV system will not be manned out of school hours.
- Liaison meetings may be held with the police and other bodies.
- Recordings will be properly indexed, stored and destroyed after appropriate use.
- Recordings may only be viewed by authorised Council and school officers, Control Room staff and the police.
- Parents cannot access CCTV recordings. In the event a parent requires clarification of an event, a minimum of three members of staff will view CCTV footage and prepare a written account stating what is seen in the footage.
- Recordings required as evidence will be properly recorded witnessed and packaged before copies are released to the police.
- Recordings will not be made available to the media for commercial or entertainment.
- Discs will be disposed of securely by incineration.
- Any breaches of this code will be investigated by the Headteacher. An independent investigation will be carried out for serious breaches.
- Breaches of the code and remedies will be reported to the Headteacher.