



HARROGATE
GRAMMAR SCHOOL
AN INDEPENDENT ACADEMY TRUST

Policy: CCTV

Member of Staff Responsible

S Howell

Governors' Committee:

Resources

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Chair of Governors

Date

J McHugh

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CCTV POLICY

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1. Introduction

The purpose of this Policy is to regulate the management, operation and use of the Closed-Circuit Television (CCTV) system at Harrogate Grammar School. The system comprises a number of fixed and dome cameras and Point Tilt and Zoom (PTZ) cameras located within and around the school buildings.

All cameras are controlled from the Site Office and the system can only be accessed by selected staff, in the Site Office on the Site and Facilities Manager's desktop PC. Access to the system will be strictly limited to those staff that "need to know" and such staff will require the authorisation of the Headteacher, or a senior member of staff acting on his behalf, in order to view CCTV images. Live images will only be accessible to the Site and Facilities Manager and his team in the Site Office. Recorded images will be made available to staff who have a direct involvement in investigating an incident, this is likely to be Year Managers and members of the Senior Leadership Team. If a member of staff has witnessed or been involved in an incident they may be asked to review images for the purposes of identifying individuals or to establish facts about the incident. The school currently owns the CCTV system.

(The contractor also has the facility to view live images purely for the purpose of monitoring camera functionality. In this way they can immediately see if a camera has stopped working and respond accordingly. They are unable to view recorded images)

This Policy will be subject to review by the Governors, to include consultation as appropriate with interested parties.

This Policy follows the Data Protection Act guidelines.

This Policy complies with the Information Commissioner's CCTV code of practice

2. Objectives of the CCTV scheme

The objectives of the School's CCTV system are:

- 2.1 To increase personal safety of students employees and visitors, and reduce the fear of crime
- 2.2 To protect the school buildings and their assets
- 2.3 To support the Police in a bid to deter and detect crime
- 2.4 To assist in identifying, apprehending and potentially prosecuting offenders
- 2.5 To protect members of the public and private property
- 2.6 To assist in the safeguarding of children in and around the site

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 protected by the Act.

- 3.1 Cameras will be used to monitor activities within the school and its grounds to identify adverse activity actually occurring, anticipated or perceived, and for the purpose of securing the safety and well being of the school, together with its visitors.
- 3.2 Static cameras are positioned to ensure they do not focus on private homes, gardens and other areas of private property.
- 3.3 Unless an immediate response to events is required, at no time should a camera be directed at an individual without authorisation by the Headteacher.
- 3.4 Materials or knowledge secured as a result of CCTV use will not be used for any commercial purpose. DVDs will only be released for use in the investigation of a specific crime or incident and with the written authority of the police. DVDs will never be released to the media for purposes of entertainment.
- 3.5 The planning and design has endeavoured to ensure that the CCTV Scheme will give maximum effectiveness and efficiency within available means, but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.
- 3.6 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's CCTV system.

4. Operation of the system

The CCTV system will be administered and managed by the Site and Facilities Manager, in accordance with the values and objectives expressed in this policy. The day-to-day management will be the delegated responsibility of the Site and Facilities Manager during the day, and the duty site staff out of hours and at weekends. The CCTV system will operate 24 hours each day, every day of the year, recording all activity.

5. Control and Liaison

The system provider will periodically check and confirm the efficiency of the system and, in particular, that the equipment is properly recording and that cameras are functional. The Site and Facilities Manager is to liaise with the contractor regarding servicing and/or repairs and maintenance of the system. The Site and Facilities Manager

will aid in meetings between interested parties where the provision of CCTV footage is required.

6. Monitoring procedures

Camera surveillance may be maintained at all times with footage being continuously recorded and held on the system memory. In order to maintain and preserve the integrity of any DVD ROMs 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:

- 6.1 Each DVD must be identified by a unique mark.
- 6.2 Before using, each DVD must be cleared of any previous recording.
- 6.3 The Site and Facilities Manager shall register the date and time of the DVD recording, including DVD reference.
- 6.4 A DVD required for evidential purposes must be sealed, witnessed, signed by the Site and Facilities Manager, dated and stored in a separate, secure, evidence DVD store.
If a DVD 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 DVD store.
- 6.5 If the DVD is archived the reference must be noted.

DVDs may be viewed by the Police for the prevention and detection of crime. A record will be maintained of the release of DVDs. A register will be available for this purpose.

Viewing of footage by the Police or any external individual must be recorded in writing and in the logbook. Requests by the Police can only be actioned under section 29 of the Data Protection Act 1998. Should a DVD be required as evidence, a copy may be released to the Police under the procedures described in paragraph 6.4 of this policy. DVDs will only be released to the Police on the clear understanding that the DVD remains the property of the school, and both the DVD and information contained on it are to be treated in accordance with this policy. The school also retains the right to refuse permission for the Police to pass to any other person the DVD or any part of the information contained thereon. On occasions when a Court requires the release of an original DVD this will be produced from the secure evidence DVD store, complete in its sealed bag. The Police may require the school to retain any stored DVDs for possible use as evidence in the future. Such DVDs will be properly indexed and securely stored until the Police need them.

Applications received from outside bodies (e.g. solicitors, parents) to view or release footage /

DVD's will be referred to the Headteacher. In these circumstances DVDs will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, or in response to a Court Order. A fee can be charged in such circumstances, currently £10.

7. Breaches of the policy (including breaches of security)

The Headteacher, or a senior member of staff acting on his behalf, will initially investigate any breach of this policy by school staff. Any serious breach of this policy will be subject to the terms of disciplinary procedures already in place.

8. Assessment of the scheme and CCTV Policy

The Finance Director and Site and Facilities Manager may carry out performance monitoring, including random operating checks.

9. Complaints

Any complaints about the schools' CCTV system should be addressed to the Headteacher. Complaints will be investigated in accordance with Section 7 of this policy.

10. Access by the Data Subject

The Data Protection Act provides Data Subjects (individuals to whom "personal data" relate) with a right to data held about them, including those obtained by CCTV. Requests for Data Subject Access should be made through the Headteacher.

11. Public information

Copies of this Policy will be available to the public from the school website or Headteacher's P.A.

12. Summary of Key Points

12.1 This Policy will be reviewed on a regular basis.

12.2 The CCTV system is owned and operated by the school.

12.3 The Site Office will not always be staffed out of school hours, but will always be securely locked when staff are absent.

12.4 Liaison meetings may be held with the Police and other bodies.

12.5 Recorded DVDs made, will be properly indexed, securely stored and destroyed after appropriate use.

12.6 DVDs may only be viewed by authorised personnel and the Police.

- 12.7 DVDs required as evidence will be properly recorded, witnessed and packaged before copies are released to the police.
- 12.8 DVDs will not be made available to the media for commercial or entertainment purposes, but may be made available for the detection of crime
- 12.9 DVDs will be disposed of securely by shredding.
- 12.10 The Headteacher, or a senior member of staff acting on his behalf, will conduct the initial investigation into any breaches of this policy.
- 12.11 Breaches of the policy and remedies will be reported to the Headteacher.