



CCTV Policy



CCTV Policy

This policy has been written for...	All staff, students and all visitors at Northern House School PRU
Copies of this policy may be obtained from...	<ul style="list-style-type: none"> • The School web site - http://northernhousewolverpru.schooljotter2.com/ • It is available as a hard copy on request from the school office
This policy links with the following policies	This policy may be read in conjunction with the Data Protection Policy
Participants and consultees in the formulation of this policy were...	Head Teacher, Senior leadership team, Governors
Edition, Review frequency and dates	<p>This is edition 1 released January 2015</p> <p>This policy will be reviewed every 2 years</p> <p>It is due for review January 2017</p>
Relevant statutory guidance, circulars, legislation & other sources of information are...	Data Protection Act 1998
The Lead Member of staff is	Headteacher
Definitions and key terms used in this policy...	<ul style="list-style-type: none"> • “the school” – Northern House PRU • “Data Controller”- The School’s Data Controller for CCTV is Adam Price, Wendy Welch • “Site Manager” – The school’s Site Manager – Kelvin Preen • “CCTV Operator” – Employees of the school with the skills and permission to operate the CCTV and retrieve footage.
The Rationale and Purpose of this policy	To communicate the Schools responsibility under the Data protection Act 1998
Appendices	
Copying	No school policy is ever written in isolation. Acknowledgement of sources of advice and significant influence in the development and recording of policies at the Northern House School PRU are noted on the front page. We request that any schools or organisations incorporating large sections of this policy without alteration should make similar appropriate acknowledgement.

Introduction

The purpose of this policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at the school. The system comprises a number of static cameras located around the school and the site. All cameras can be monitored from the Head teacher's office and the Site manager.

This Code follows Data Protection Act guidelines.
The CCTV system and data is owned by the school.

The aims and Objectives of this policy

- To protect the school buildings and assets of the school.
- 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 managing the school.
- To safeguard the pupils and the staff
- To protect and inform.

Statement of Intent

The CCTV system will be registered with the Information Commissioner under the terms of the Data Protection Act 1988 and will seek to comply with the requirements both of the Data Protection Act and 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 Data Protection Act.

The system installed is compliant with the Data Protection Act, Human Rights Act and Regulatory Investigation Powers 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 wellbeing of the school and its staff, students and visitors.

Cameras are focussed on the school buildings and around entrances/exits. Material of knowledge secured as a result of CCTV will not be used for any commercial purpose. Information transferred to CD/DVD (or other appropriate media) will be used for the investigation of specific crime or incident. Release to the media would only be allowed with the written authority of the police if this was required by them as part of a police investigation.

Warning signs, as required under the Data Protection Act, have been placed at key points in the building.

Persons with particular responsibilities

Head Teacher

Other Participants & Stakeholders

Students
Staff
Parents / Guardians

Monitoring & Evaluation

SLT
Governing body