



## Meadowdale Academy CCTV Policy

To be completed by the appropriate persons and then used within school.

<b>CCTV Policy</b>	
<b>School Name</b>	Meadowdale Academy
<b>Address Details</b>	Hazelmere Avenue, Bedlington, Northumberland, NE22 6HA
<b>Scope</b>	
This policy and guidance is recommended for adoption by the governing bodies of all maintained schools and academies. It applies to all employees, volunteers and students who are at Meadowdale Academy. This policy defines the correct use of CCTV at Meadowdale Academy.	
<b>Legal Framework</b>	
<ul style="list-style-type: none"> <li>• European Data Protection Directive 1995</li> <li>• Data Protection Act 1998</li> <li>• Information Commissioner's Code of Practice</li> <li>• Children Act 1989</li> <li>• Equality Act 2010</li> <li>• Freedom of Information Act 2000</li> </ul>	
<b>Purpose</b>	
<ul style="list-style-type: none"> <li>• The purpose of this policy is to regulate the management, operation and the use of the CCTV system at Meadowdale Academy</li> <li>• This policy follows Data Protection Act Guidelines</li> <li>• The school policy regarding CCTV will be subject to review every four years, to include consultation as appropriate with the interested parties.</li> <li>• The system consists of 11 static dome cameras located in and around the school site. Live access to CCTV is provided to authorised staff only. Previously recorded images are accessible to the appropriate persons (Health and Safety Manager/System Manager). They may grant access to others as provided in this policy</li> </ul>	
<b>Objectives of the CCTV System</b>	
<ul style="list-style-type: none"> <li>• To protect pupils, staff and visitors.</li> <li>• This policy helps to promote a safe environment across school</li> <li>• To increase personal safety and reduce the fear and risk of crime</li> <li>• To protect the school building and assets, as well as assets belonging to external parties who use the school site</li> <li>• Without prejudice, to protect the personal property of pupils, staff and visitors though responsibility remains with the owners</li> <li>• To support the police in preventing and detecting crime</li> <li>• To assist in identifying, apprehending and prosecuting offenders</li> <li>• To assist in managing the school</li> </ul>	
<b>Awareness of Procedures</b>	
<ul style="list-style-type: none"> <li>• This policy is shown on the main staff noticeboard in a central area which can be easily accessed. It is also listed on the school website and accessible to members of the public and parents</li> </ul>	

### **Statement of Intent**

- The CCTV system will seek to comply with the requirements both of the Data Protection Act and the Information Commissioner's Code of Practice.
- The school will treat the system, all information, documents and recordings (both those obtained and those subsequently used) as data protected under the Act.
- Cameras will be used to monitor activities within the school and its grounds to identify criminal activity actually occurring, anticipated, or perceived. It will be used for the purpose of securing the safety and wellbeing of the pupils, staff and school together with its visitors.
- The system has been designed to deny observation on adjacent 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.
- Images will only be released to the media for use in the investigation of a specific crime with the written authority of the police.
- Images will never be released to the media for purposes of entertainment.
- The system has been designed to 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, will be clearly visible on the site

### **System Management**

- The system will be administered and managed by the Deputy Head Teacher and the IT and Facilities Officer, both of whom will act as the Data Controller, in accordance with the principles and objectives expressed in the policy.
- The CCTV footage from the weekend period is reviewed every week.
- The day-to-day management will be the responsibility of the IT and Facilities Officer who will act as the System Manager.
- Visual display monitors are located in the main office and the Assistant Head office.
- Live access to CCTV footage will be granted to assigned users only within the school. The Data Controller and System Manager will have access to previously recorded images.
- The CCTV system will be operated 24 hours each day, every day of the year.
- The System 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. The System Manager will be responsible for liaising with the service contractor concerning day-to-day CCTV issues.
- The System Manager must liaise with the Data Controller concerning any request by a member of staff to view recorded images. Where any doubt exists access will be refused.
- Details of ALL authorised requests must be recorded in the log book retained by the System Manager, including time/date of access and details of images viewed.
- The aforementioned logbook is attached as Appendix B in this policy.

### **Annual Maintenance Contract**

- The school has an annual maintenance contract with an external provider.

### **Download CCTV Procedures**

- This policy recognises that there may be occasions when the school is required to provide external bodies (e.g. Police, Solicitors, Parents, etc.) with the CCTV evidence.
- The procedures are as follows:

- The system uses USB memory sticks as a method to transfer files.
- Each USB memory stick will be tagged with a marker identifying it, and this then marked on a log indicating which USB memory stick has footage downloaded to it. We have a total of five memory sticks in circulation for this use, each marked uniquely.
- Before use, each memory stick will be checked, and if necessary formatted of any previous footage.
- The Systems Manager will register the time and date on the appropriate section in the CCTV removal log book. (Marked as Appendix B).
- Images may be viewed by the police and recorded if necessary by the police if they have the appropriate device to do so.
- Should images be required as evidence, a copy may be released to the police under the procedures described in this policy. Images will only be released to the police on the clear understanding that the USB memory stick (and any images contained thereon) remains the property of the school, and the USB memory stick will be treated in accordance with Data Protection legislation. On occasions when a Court requires the release of a USB memory stick this will be produced from the secure evidence store, complete in its sealed bag.
- The police may require the school to retain the USB memory stick for possible use as evidence in the future.
- Images may be released to the police for the detection of crime under section 29 of the Data Protection Act 1998.
- Applications received from outside bodies (Solicitors, Parents etc...) to view CCTV footage will be referred to the school management
- Meadowdale Academy will only download the footage to a memory stick for use as requested by the police. Meadowdale Academy will only allow outside bodies (Solicitors, Parents etc...) to view footage upon request and where it is deemed appropriate by the school management

#### **Assessment of the System and Code of Practice**

- Assessment and performance monitoring, including random operating checks may be carried out by the Systems Manager and the Data Controller.
- The Systems Manager and Data Controller may also verify the functionality of the system, and carry out checks to ensure that the school site is adequately viewable. This may include the installation of new cameras.

#### **Integration with other school policies**

- CCTV footage will be used in conjunction with other pertaining school policies, including, but not limited to behaviour, lettings and staff
- CCTV footage may be used to provide evidence on behavioural incidents where deemed necessary
- CCTV footage may be used to provide evidence on incidents that have happened while external providers have been on the school site. The school may show footage to external providers where deemed necessary
- The school may also use CCTV footage in relation to staff incidents, and this may be used as evidence during disciplinary procedures if deemed necessary

<b>Public Information</b>			
<ul style="list-style-type: none"> <li>• Copies of this policy will be made available to staff and the general public on the school website.</li> <li>• The Head Teacher will make the final decision as to whether recorded images may be released to persons other than the police.</li> </ul>			
<b>Data Subject Access</b>			
<ul style="list-style-type: none"> <li>• The Data Protection Act provides Data Subjects (individuals to whom "personal data" relate) with a right to data held about themselves, including those obtained by CCTV</li> <li>• Requests for Data Subject Access should be made to the Systems Manager and then authorised by the Data Controller</li> <li>• Data Subject Access will only be able to view CCTV footage. CCTV footage cannot be taken away from site</li> </ul>			
<b>Summary of key points</b>			
<ul style="list-style-type: none"> <li>• This policy will be reviewed every four years.</li> <li>• The CCTV system is owned and operated by Meadowdale Academy.</li> <li>• The CCTV images are not available to visitors, except under the circumstances and outlined in this policy.</li> <li>• External bodies (including Police) may view footage as deemed necessary.</li> <li>• Meadowdale Academy has appropriate procedures listed in this policy in relation to the downloading of CCTV footage.</li> <li>• Images may only be viewed by authorised school officers.</li> <li>• CCTV footage is reviewed on a weekly basis.</li> <li>• Any download of CCTV footage will be logged in the CCTV log.</li> <li>• Downloaded media will not be made available to the media, unless the circumstance permits it, or made available for commercial or entertainment purposes.</li> <li>• The authorised school officers will carry out regular checks of the systems maintenance, including a review of its effectiveness.</li> <li>• The school will integrate the use of CCTV with other school policies, notably, but not limited to behaviour, lettings and staff.</li> <li>• CCTV footage may be used where necessary.</li> <li>• Copies of this policy are readily available.</li> </ul>			
<b>Monitoring and Review</b>			
<ul style="list-style-type: none"> <li>• The Head Teacher will be responsible for reviewing this policy annually.</li> </ul>			
Signed (HT)		Signed (DH)	

**Appendices**

**Appendix A – CCTV Weekly log check**

**Appendix B – CCTV removal log book**

**Appendix C – List of external providers**