

**DARRICK WOOD SCHOOL  
CCTV POLICY**

**Reviewed:** February 2023

**Agreed:** March 2023

**Next Review:** June 2024

**Person responsible** Head Teacher

**1 Introduction**

- 1.1 Darrick Wood School uses closed circuit television (CCTV) cameras to monitor the School site, to provide a safe and secure environment for pupils, staff and visitors, and to reduce crime and to prevent the loss or damage to school property.
- 1.2 The system comprises a number of fixed and dome cameras.
- 1.3 Some of the system has sound recording capability.
- 1.4 The CCTV system is owned and operated by the School, the deployment of which is determined by the School Leadership Team in liaison with the Operations and Network Manager.
- 1.5 The CCTV is monitored centrally from the office of the Site Manager and accessed as required by other named individuals (Head Teacher, Deputy Head Teachers, Operations and Network Manager and Deputy).
- 1.6 The school's CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act 2018. The use of CCTV, and the associated images is covered by this act. This policy outlines the School's use of CCTV and how it complies with the Act.
- 1.7 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 operators are trained in their responsibilities guided by the Surveillance Camera Commissioner's Code of Practice (as required under the Protection of Freedoms Act 2012). All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images.

**2 Statement of Intent**

- 2.1 The School complies with the Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its continued use.
- 2.2 CCTV warning signs will be clearly and prominently placed at all external entrances to the School, including school gates. Signs will contain details of the purpose for using CCTV (see Appendix A). In areas where CCTV is used, the School will ensure that there

are prominent signs placed at both the entrance of the CCTV zone and within the controlled area.

- 2.3 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.

### **3 Purpose**

3.1 The use CCTV in and around our sites only for legitimate purposes. These are:

- For the safety and security of students, staff and visitors
- To protect buildings and assets from damage, disruption, vandalism and other crime
- To support law enforcement bodies in the prevention, detection and prosecution of crime
- To assist in the defence of any civil litigation, including employment tribunal proceedings

3.2 Cameras are used for both recordings of data and live monitoring.

### **4 Siting the Cameras**

4.1 Cameras will be sited so they only capture images relevant to the purposes for which they are installed (described above) and care will be taken to ensure that reasonable privacy expectations are not violated. The School will ensure that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection Act.

4.2 The School will make every effort to position cameras so that their coverage is restricted to the school premises, which may include outdoor areas.

4.3 CCTV will not usually be used in classrooms but in areas within school that have been identified by staff and pupils as not being easily monitored.

4.4 Members of staff should have access to details of where CCTV cameras are situated, with the exception of cameras placed for the purpose of covert monitoring.

### **5 Covert Monitoring**

5.1 The School may in exceptional circumstances set up covert monitoring. For example:

- Where there is good cause to suspect that an illegal or unauthorised action(s), is taking place, or where there are grounds to suspect serious misconduct;
- Where notifying the individuals about the monitoring would seriously prejudice the reason for making the recording.

In these circumstances authorisation must be obtained from a member of the super senior leadership team.

- 5.2 Covert monitoring must cease following completion of an investigation.
- 5.3 Cameras sited for the purpose of covert monitoring will not be used in areas which are reasonably expected to be private, for example toilet cubicles.
- 5.4 Any unrelated data (unless it reveals information that cannot reasonably be ignored) will be disregarded and where possible deleted.

## **6 Storage and Retention of CCTV images**

- 6.1 Recorded data will not be retained for longer than is necessary. 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.
- 6.2 All retained data will be stored securely.

## **7 Access to CCTV images**

- 7.1 Monitoring of the CCTV system will only be carried out by the Head Teacher, The IT Support Department and the Site Manager.
- 7.2 To support the electronic gate entry system the main School reception desk computer has view only access to cameras that can aid in identifying vehicles and pedestrians requesting access.
- 7.3 Access to recorded images will be restricted to those staff authorised to view them, and will not be made more widely available.
- 7.4 To access recorded images an access request form must be sent to the Head Teacher or Deputy Head Teachers. Access will only be approved if the individual concerned has a genuine reason for accessing the images and is one of the following groups of staff whose roles would require them to access this. (SLT, AC, AAC, AHT, HoF, HoD, the safeguarding team and the site team).

## **8 Subject Access Requests (SAR)**

- 8.1 Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act 2018.
- 8.2 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.
- 8.3 The School will respond to requests within one month of receiving the request.

- 8.4 A fee may be charged if the School believes the subject access request is manifestly unfounded or excessive, but still chooses to respond to the request.
- 8.5 The School reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals, would jeopardise an ongoing investigation or, through the identification of others, lead to possible safeguarding concerns for those shown in the imagery.

## **9 Access to and Disclosure of Images to Third Parties**

- 9.1 There will be no disclosure of recorded data to third parties other than to authorised personnel such as the Police and service providers to the School where these would reasonably need access to the data (e.g. investigators). Requests should be made in writing to the Head Teacher.
- 9.2 CCTV data will be disclosed to the Police or other agencies only where a clear legal obligation to do so has been identified and appropriate documentation (usually a Disclosure Request Form provided by the requesting agency) received under Schedule 2, Part 1 Paragraph 2, of the Data Protection Act 2018 (previously S29 of the Data Protection Act 1998).

Once this information has been disclosed it is noted that the receiving party becomes the data controller.

- 9.3 The data 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.

## **10 Complaints**

- 10.1 Complaints and enquiries about the operation of CCTV within the School should be directed to the Head Teacher in the first instance.

## **11 Further Information**

Further information on CCTV and its use is available from the following:

- Information Commissioner's Office CCTV Code of Practice
- Surveillance Camera Commissioner Code of Practice
- Protection of Freedoms Act 2012
- Data Protection Act 2018

## Appendix A      CCTV Signage

It is a requirement of the Data Protection Act 2018 to notify people entering a CCTV protected area that the area is monitored by CCTV and that pictures are recorded. The School is to ensure that this requirement is fulfilled.

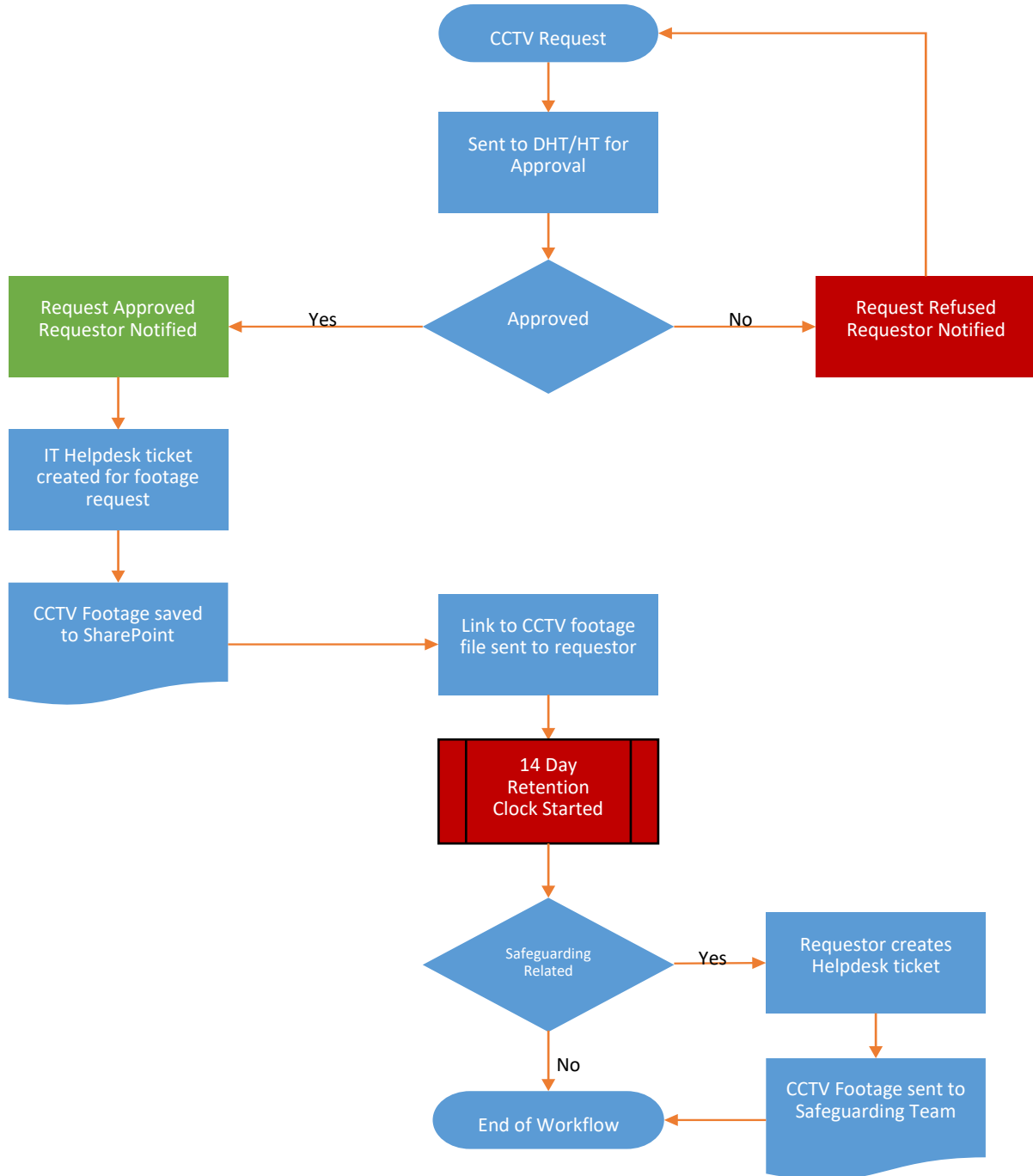
The CCTV sign should include the following:

- That the area is covered by CCTV surveillance and pictures are recorded
- The purpose of using CCTV
- The name of the School
- The contact telephone number or address for enquiries



**Appendix B      How can staff access CCTV imagery**

Staff requiring access to the CCTV footage will need to follow the CCTV Request structure below:



The CCTV Request form can be found on the Staff Hub SharePoint home page in the link below  
<https://darrickwoodorg.sharepoint.com/sites/CCTV/SitePages/Home.aspx>