

The Levett School

CCTV Policy



The Levett School
Positivity | Determination | Reflection | Integrity

<i>Policy agreed by Governors on:</i>	19/11/2024
<i>Review date for Governors:</i>	19/11/2025
<i>Allocated Group/Person to Review:</i>	Head teacher
<i>Agreed frequency of Review, by allocated person:</i>	Annually
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Lower School, Melton Road, Sprotbrough, Doncaster, DN5 7SB
Upper School, Lansdowne Road, Intake, Doncaster, DN2 6QN

1. Policy statement

- 1.1** This policy aims to set out Levett's approach to the operation, management and usage of surveillance and closed-circuit television (CCTV) systems on Levett's property.
- 1.2** The purpose of the CCTV system is to:
 - 1.2.1** Make members of the school community feel safe
 - 1.2.2** Protect members of the school community from harm to themselves or to their property
 - 1.2.3** Deter criminality in the schools
 - 1.2.4** Protect school assets and buildings
 - 1.2.5** Assist police to deter and detect crime
 - 1.2.6** Determine the cause of accidents
 - 1.2.7** Assist in the effective resolution of any disputes which may arise in the course of disciplinary and grievance proceedings
 - 1.2.8** To assist in the defence of any litigation proceedings
- 1.3** The CCTV system will not be used to:
 - 1.3.1** Encroach on an individual's right to privacy
 - 1.3.2** Monitor people in spaces where they have a heightened expectation of privacy (including toilets and changing rooms)
 - 1.3.3** Follow particular individuals, unless there is an ongoing emergency incident occurring
 - 1.3.4** Pursue any other purposes than the ones stated above
- 1.4** The list of uses of CCTV is not exhaustive and other purposes may be or become relevant.
- 1.5** The CCTV system is registered with the Information Commissioner under the terms of the Data Protection Act 2018. The system complies with the requirements of the Data Protection Act 2018 and UK GDPR.
- 1.6** Footage or any information gleaned through the CCTV system will never be used for commercial purposes.
- 1.7** In the unlikely event that the police request that CCTV footage be released to media, the request will only be complied with when written authority has been provided by the police, and only to assist in the investigation of a specific crime.
- 1.8** The footage generated by the system should be of good quality to be of use to the police or the court in identifying suspects.

2. Relevant legislation and guidance

2.1 This policy is based on:

- UK General Data Protection Regulation
- Data Protection Act 2018
- Human Rights Act 1998
- European Convention on Human Rights
- The Regulation of Investigatory Powers Act 2000
- The Protection of Freedoms Act 2012
- The Freedom of Information Act 2000
- The Education (Pupil Information) (England) Regulations 2005 (as amended in 2016)
- The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004
- The School Standards and Framework Act 1998
- The Children Act 1989
- The Children Act 2004
- The Equality Act 2010
- Surveillance Camera Code of Practice (2021)

3. Relevant legislation and guidance

3.1 The **Headteacher** must:

- Take responsibility for all day-to-day leadership and management of the CCTV system
- Liaise with the data protection officer (DPO) to ensure that the use of the CCTV system is in accordance with the stated aims and that its use is needed and justified
- Ensure that the guidance set out in this policy is followed by all staff
- Review the CCTV policy to check that the school is compliant with the policy
- Ensure all persons with authorisation to access the CCTV system and footage have received proper training in the use of the system and in data protection
- Sign off on any expansion or upgrading to the CCTV system, after having taken advice from the DPO or delegate and taken into account the result of a data protection impact assessment
- Decide, in consultation with the DPO, whether to comply with disclosure of footage requests from third parties

4. Access to CCTV footage

4.1 Access will only be given to authorised persons if there is a lawful reason to access the footage.

4.2 Any visual display monitors will be positioned so only authorised personnel will be able to see the footage.

4.3 The following members of staff have authorisation to access the CCTV footage:

- The Headteacher
- Office\Business Manager

- Anyone with express permission of the headteacher
 - The Headteacher uses for de-briefs or as a staff training exercise
- 4.4 CCTV footage will only be accessed from authorised personnel's work devices, or from the visual display monitors.
- 4.5 All members of staff who have access will undergo training to ensure proper handling of the system and footage.
- 4.6 Any member of staff who misuses the surveillance system may be committing a criminal offence and will face disciplinary action.
- 4.7 CCTV footage will only be shared with a third party to further the aims of the CCTV system set out in section 1.1 (e.g. assisting the police in investigating a crime).
- 4.8 Footage will only ever be shared with authorised personnel such as law enforcement agencies or other service providers who reasonably need access to the footage (e.g. investigators).

5. Operations and Usage

- 5.1 The school uses CCTV equipment to provide a safer, more secure environment for pupils and staff and to prevent bullying, vandalism and theft. Essentially it is used for:
- The prevention, investigation and detection of crime
 - The apprehension and prosecution of offenders (including use of images as evidence in criminal proceedings)
 - Safeguarding public, pupil and staff safety
 - Monitoring the internal security of the school
 - To debrief and upskill after particularly challenging situations
- 5.2 The school does not use the CCTV system for covert monitoring.

6. Location and Maintenance

- 6.1 Cameras are located in those areas where the school has identified a need and where other solutions are ineffective. The school's CCTV system is used solely for purpose(s) identified above and is not used to routinely monitor staff conduct. Cameras will only be used in exceptional circumstances in areas where the subject has heightened expectation of privacy e.g., changing rooms or toilets. In these areas, the school will use increased signage in order that those under surveillance are fully aware of its use.
- 6.2 The CCTV system is maintained by ICU2 under an annual maintenance contract that includes periodic inspections.
- 6.3 The contractors are responsible for:
- Ensuring the school complies with its responsibilities in relation to guidance on the location of the camera
 - Ensuring the date and time reference are accurate
 - Ensuring that suitable maintenance and servicing is undertaken to ensure that clear images are recorded.

- Ensuring that cameras are protected from vandalism in order to ensure that they remain in working order.

7. Identification

7.1 In areas where CCTV is used the school will ensure that there are prominent signs placed at both that entrance of the CCTV zone and within the controlled area.

7.2 The signs will:

- Be clearly visible and readable
- Contain details of the organisation operating the scheme, the purpose for using CCTV and who to contact about the scheme.
- Be an appropriate size depending on context.

8. Type of Equipment

8.1 The school's standard CCTV cameras record visual images only and do not record sound. Where two-way audio-feeds (e.g. call for help systems) are used, they will only be capable of activation by the person requiring help.

9. Administration

9.1 The data controller the Head teacher, who has responsibility for the control of images and deciding how the CCTV system is used. The school has notified the Information Commissioner's Office of both the name of the data controller and the purpose for which the images are used. All 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 the responsibilities under the CCTV Code of Practice. Access to recorded images is restricted to staff, with delegated authority from the Headteacher, that need to have access in order to achieve the purpose of using the equipment. All access to medium on which the images are recorded is documented. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images. Under the Schools (Specification and Disposal of Articles) Regulations 2013, delegated school staff can view CCTV footage in order to make a decision as to whether to search a pupil for an item, if the recorded footage reveals that theft has been committed by a member of staff, this evidence may be used in a disciplinary case.

10. Image Storage, Viewing and Retention

10.1 Recorded images will be stored in a way that ensures the integrity of the image and in a way that allows specific times and dates to be identified. Access to live images is restricted to the CCTV operator unless the monitor displays a scene which is in plain sight from the monitored location.

- 10.2 Recorded images can only be viewed in a restricted area by approved staff. The recorded images are viewed only when there is suspected criminal activity and not for routine monitoring of pupils, staff or visitors unless the camera(s) are installed to monitor the safe movement of persons through a designated area e.g. corridors (these areas will be identifiable by clear signs).
- 10.3 The school reserves the right to use images captured on CCTV where there is activity that the school cannot be expected to ignore such as criminal activity, potential gross misconduct, or behaviour which puts others at risk. Images retained for evidential purposes will be retained in a locked area accessible by the system administrator only. Where images are retained, the system administrator will ensure the reason for its retention is recorded, where it is kept, any use made of the images and finally when it is destroyed.
- 10.4 Neither the Data Protection Act nor the Information and Records Management Society prescribe any specific minimum or maximum periods which apply to CCTV recorded images. The school ensures that images are not retained for longer than is necessary. Once the retention period has expired, the images are removed or erased.

11. Disclosure

- 11.1 Disclosure of the recorded images to third parties can only be authorised by the data controller. Disclosure will only be granted:
- If its release is fair to the individuals concerned
 - If there is an overriding legal obligation (e.g. information access rights)
 - If it is consistent with the purpose for which the system was established.
- 11.2 All requests for access or for disclosure are recorded. If access or disclosure is denied, the reason is documented.

NB: disclosure may be authorised to law enforcement agencies, even if a system was not established to prevent or detect crime, if withholding it would prejudice the prevention or detection of crime.

12. Subject access requests

- 12.1 Individuals whose images are recorded have a right to view images of themselves and, unless they agree otherwise, to be provided with a copy of images. If the school receives a request under the Data Protection Act it will comply with the requests within 40 calendar days of receiving the request. The school may charge a fee for the provision of a copy of the images. If the school receives a request under the Freedom of Information Act it will comply with requests within 20 working days of receiving the request. As a general rule, if the viewer can identify any person other than, or in addition to, the person requesting access it will be deemed personal data and its discussion is unlikely as a Freedom of Information request. Those requesting access must provide enough detail to allow the operator to identify that they are the subject of the images, and for the operator to locate the images on the system. Requests for access should be addressed to the data controller.

12.2 Refusal to disclose images may be appropriate where its release is:

- Likely to cause substantial and unwarranted damage to that individual
- To prevent automated decisions from being taken in relation to that individual

13. Monitoring and Evaluation

13.1 The school undertakes regular audits to ensure that the use of CCTV continues to be justified. The audit includes a review of:

- Its stated purpose
- The location
- The images recorded
- Storage length
- Deletion

14. Reviewing

14.1 The efficacy of this policy will be reviewed annually by the Management Committee. If the school decided to change the way in which it uses CCTV, it will inform the Information Commissioner within 28 days.