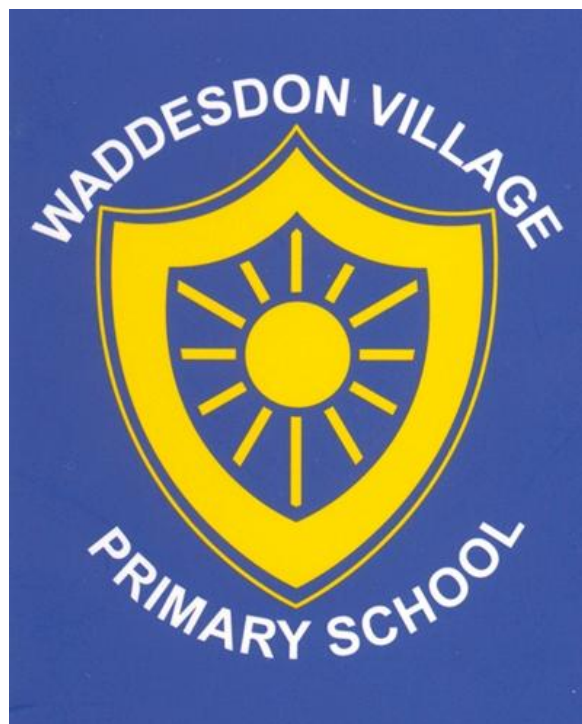


CCTV Policy

Waddesdon Village Primary School – a *Pathway to Excellence*



Approved by:	Laura Forchione	Date: 24/10/2025
Last reviewed on:	24/10/2025	
Next review due by:	24/10/2028	

The purpose of this Policy/Code of Practice is to regulate the management, operation and use of the closed circuit television (CCTV) system at our schools.

The CCTV system is owned by the school.

- The system comprises of four fixed cameras located around the school site. All cameras are monitored from the school office and are only available to designated staff – members of the Administration team and members of the Senior Leadership Team
- This Policy follows Data Protection Act guidelines.
- The Code of Practice will be subject to review to include consultation as appropriate with interested parties.

1. Objectives of the CCTV scheme

The system has been installed by the school with the primary purpose of reducing the threat of crime generally, protecting our premises and helping to ensure the safety of all of our staff, students and visitors consistent with respect for the individuals' privacy.

- To increase personal safety of staff students and visitors and reduce the fear of crime
- To deter those with criminal intent and protect the school buildings and their assets
- To assist in the prevention and detection of crime
- To assist in identifying, apprehending and prosecuting offenders
- To protect members of the public and private property
- To assist in managing the school
- Facilitate the identification of any activities/event which might warrant disciplinary proceedings being taken against staff or students and assist in providing evidence to managers and/or to a member of staff or student against whom disciplinary or other action is, or is threatened to be taken.

The system will not be used:

- To provide recorded images for the world-wide-web.
- For any automated decision taking

Although every effort has been made to ensure maximum effectiveness of the system it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

2. Statement of intent

The CCTV Policy will seek to comply with the GDPR's 'security principle' and the Commissioner's 'A data protection code of practice for surveillance cameras and personal information'

- The school will treat the system and all information, documents and recordings obtained and used as data which are protected by the Act.
- Cameras will be used to monitor activities within the school and other public areas to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and well-being of the school, together with its visitors.
- Staff have been instructed that static cameras are not to focus on 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. Recordings will only be released to the media for use in the investigation of a specific crime and with the written authority of the police. Tapes will never be released to the media for purposes of entertainment.
- 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.
- 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 CCTV.

3. Operation of the system

The Scheme will be administered and managed by the Headteacher or her/his nominee, in accordance with the principles and objectives expressed in the code. The day-to-day management will be the responsibility of both the Administration Team during the day. The CCTV controls and hardware devices will only be accessed by SLT and the Administration Team. The CCTV system will be operated 24 hours each day, every day of the year.

4. Controls and Hardware

- The Administrator will check and confirm the efficiency of the system daily and in particular that the equipment is properly recording and that cameras are functional.
- Access to the CCTV controls and hardware devices will be strictly limited to the SLT & the Administration Team.
- Unless an immediate response to events is required, staff must not direct cameras at an individual or a specific group of individuals.
- Visitors and other contractors wishing to access the CCTV controls and hardware devices will be subject to particular arrangement as outlined below.
- CCTV Operators must satisfy themselves over the identity of any visitors and other contractors wishing to access the CCTV controls and hardware devices and the purpose of the visit. Where any doubt exists access will be refused. Details of all visits and visitors will be endorsed in a log book.
- It is vital that operations are managed with the minimum of disruption. Casual visits will not be permitted. Visitors must first obtain permission from the School Business Manager, must be accompanied throughout the visit.
- Any visit may be immediately curtailed if prevailing operational requirements make this necessary.
- If out of hours emergency maintenance arises, the school must be satisfied of the identity and purpose of contractors before allowing entry.
- A visitors record will be maintained at school reception. Full details of visitors including time/date of entry and exit will be recorded.
- Other administrative functions will include maintaining hard disc space, filing and maintaining occurrence and system maintenance logs.
- Emergency procedures will be used in appropriate cases to call the Emergency Services.

5. Monitoring procedures

Camera surveillance may be maintained at all times. A monitor is installed in the school office to which pictures will be continuously recorded.

6. Image storage procedures

In order to maintain and preserve the integrity of any recordings 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:

- (i) Each USB flash-drive drive must be identified by a unique mark/reference.
- (ii) Before using each USB flash-drive must be cleaned of any previous recording.
- (iii) The controller shall register the date and time of USB flash-drive insert, including USB flash-drive reference.
- (iv) A recording required for evidential purposes must be sealed, witnessed, signed by the controller, dated and stored in the safe located in the Headteacher's office. If a USB flash-drive recording 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 safe.
- (v) If the recording is archived the reference must be noted.

- Recordings may be viewed by the Police for the prevention and detection of crime.
- A record will be maintained of the release of recordings to the Police or other authorised applicants. A register will be available for this purpose.
- Viewing of recordings by the Police must be recorded in writing and in the log book.
- Should a recording be required as evidence, a copy may be released to the Police under the procedures described in paragraph 6. (iv) of this Code. Recordings will only be released to the Police on the clear understanding that the USB flash-drive remains the property of the school, and both the USB flash-drive and information contained on it are to be treated in accordance with this code. The school also retains the right to refuse permission for the Police to pass to any other person the recording or any part of the information contained thereon. On occasions when a Court requires the release of an original recording this will be produced from the safe, complete in its sealed bag.
- The Police may require the school to retain the stored recordings for possible use as evidence in the future. Such recordings will be properly indexed and properly and securely stored until they are needed by the Police.
- Applications received from outside bodies (e.g. solicitors) to view or release recordings will be referred to the Headteacher. In these circumstances recordings will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, a subject access request, or in response to a Court Order. A fee can be charged in such circumstances: £10 for subject access requests; a sum not exceeding the cost of materials in other cases.
- The CCTV system will not be accessed by staff (other than the Senior Leadership Team and Office Staff) or parents except by prior arrangement with the Headteacher and with good reason.
- The hard drive will continuously record over previous recordings in loop so retention, is no longer than 60 days.

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

Any breach of the Code of Practice by school staff will be initially investigated by the Headteacher, in order for him/her to take the appropriate disciplinary action. Any serious breach of the Code of Practice will be immediately investigated and an independent investigation carried out to make recommendations on how to remedy the breach.

8. Assessment of the scheme and code of practice

Performance monitoring, including random operating checks, may be carried out by the Headteacher.

9. Complaints

Any complaints about the school's CCTV system should be addressed to the Headteacher. Complaints will be investigated in accordance with Section 9 of this Code and the school complaints policy.

10. Access by the Data Subject

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

11. Public information

Copies of this Code of Practice will be available to the public from the School Office and the school website.