



## CCTV policy: IOWSS P2.3

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Policy Links:

- Health and Safety policy
- Behaviour policy
- Safe use and storage of images policy

**Signed**

..... Date: 14/03/2018.....

Richard White  
Headteacher

..... Date: 14/03/2018.....

Kevin George  
Chair of Governors



## 1. Introduction

The purpose of this policy is to ensure:

- That the use of Closed Circuit Television (CCTV) adheres to the principles of the Data Protection Act 1998, Human Rights Act 1998, Regulation Investigatory Powers Acts 2000 and other relevant legislation.
- That the CCTV system is not abused or misused.
- That CCTV is correctly and efficiently operated and maintained.
- The system comprises a number of fixed and dome cameras located around the school site (Appendix 1). All cameras are monitored from a room in the central office and are only available to designated staff members or the site team, Leadership Team and Lead Coaching Team. (Staff to sign in and out when viewing CCTV footage)

## 2. SCOPE

- The policy is binding on all employees of the Isle of Wight Studio School and applies also to other persons who may be present on the premises.
- The direct management of CCTV cameras on site will be the responsibility of the Office Manager.
- This policy applies to both the (Internet Protocol) IP CCTV and standard CCTV systems.

## 3. OPERATION OF CCTV SYSTEM

All cameras, monitors and data collection and retention processes are managed and administered by the Office Manager and further maintained by a maintenance contract in accordance with this policy.

## 4. POLICY STATEMENT

4.1 No CCTV camera should be installed, moved or replaced without prior approval from the Headteacher.

4.2 All adaptations to the existing system will be monitored and managed and must be formally approved (as above) prior to any installation.

## 5. PRINCIPLES

The following principles will govern the operation of the CCTV system:

- 1 The CCTV system will be operated fairly and lawfully and only for the defined purposes set out in within this policy.
- 2 The CCTV system will be operated with due regard for the privacy of all individuals at all times.



- 3 Any change to the purposes for which CCTV within the Isle of Wight Studio School is operated will require the prior approval of the Headteacher.

## 6. PURPOSES OF CCTV

The overall purpose of CCTV within the Isle of Wight Studio School is:

- To help reduce the fear of activity against the school rules for Pupils, Staff and other visiting members of the public whilst they are on the school's premises (particularly those who are entering and leaving the premises during the hours of darkness)
- To protect the school premises from criminal activities and to assist forensic investigation of any suspected criminal activity or anti-social behaviour on the premises. The particular purposes of the CCTV system unless specifically identified as directed monitoring (Section 9 refers) are in accordance with the following rationale:
  - 1 To assist in the prevention and detection of crime against both persons and property.
  - 2 To facilitate the identification, apprehension and prosecution of offenders in relation to crime.
  - 3 To assist designated members of staff in the investigation of incidents on the school premises.
  - 4 To ensure the security of property belonging to the Isle of Wight Studio School and to pupils, staff and visiting members of the public to the school.
  - 5 To assist in managing the school
  - 6 To ensure safety of staff and students

## 7. KEY OBJECTIVES

- 1 To detect and prevent the incidence of crime on the Isle of Wight Studio School property.
- 2 To detect incidences of vandalism and criminal damage of property belonging to the school's pupils, staff and visiting members of the public.
- 3 To enhance the feelings of security provided to pupils, staff and visiting members of the public.
- 4 To act as a deterrent to anti-social behaviour on the school premises.



## 8. DATA PROTECTION LEGISLATION

- 8.1 The CCTV system must be operated in accordance with the guidelines set out in the 'CCTV Code of Practice' and additional guidance published by the Information Commissioner, a copy of which is available from the Information Commissioner's website

<https://ico.org.uk/for-organisations/guide-to-data-protection/cctv/>

- 8.2 The Isle of Wight Studio School must adhere to the following guidelines, to conform to this Code of Practice:

- 1 The Office Manager will be responsible for overseeing that monitoring of all images on the standard CCTV system is done so in accordance with this policy and that suitable operation, backup, retention, destruction and maintenance of all storage media is conducted in accordance with Appendices 1 – 3.
- 2 The Leadership Team will be responsible for overseeing that monitoring of all images on the IP CCTV system is done so in accordance with this policy and that suitable operation, backup, retention, destruction and maintenance of all storage media is conducted in accordance with the written operational procedures.
- 3 Cameras will not be hidden from view and appropriate steps must be taken, e.g. by signing and displaying posters, to inform the public of the presence of the system and its ownership at all times.
- 4 Only authorised employees of the Isle of Wight Studio School are allowed access to the room where CCTV images are displayed.
- 5 To ensure privacy the cameras are fixed and focussed only upon the Isle of Wight Studio School property, which must be demonstrable upon specific request.
- 6 Images from the cameras are appropriately recorded in accordance with existing operational procedures.
- 7 There is no sound recording undertaken from any part of the system.

## 9. TARGETED OBSERVATIONS

Only for specifically defined instances and in accordance with the declared purposes and objectives, may such surveillance equipment be used for targeted observation. The Regulation of Investigatory Powers Act 2000 regulates the use of covert/directed surveillance of this type and is subject to a strict code of practice. Use of CCTV in these instances or for any other reason other than that authorised in accordance with this policy is not permissible at any time or circumstance. Covert Surveillance will



only be permitted with approval of the Headteacher, who will give approval when appropriate and with guidance from the police and/or governing body.

Images are stored on the CCTV hard drive for 30 days, they are then automatically deleted.

## 10. RESPONSIBILITIES

It is the responsibility of the Office Manager and the Leadership Team as appropriate:

- 1 To ensure compliance with this policy for the operation of CCTV within the Isle of Wight Studio School.
- 2 To ensure that the operating procedures are complied with at all times.
- 3 To ensure that the purposes and objectives have not been exceeded.
- 4 To notify all persons where CCTV is installed and that a CCTV is in operation.
- 5 To facilitate formal subject access requests of any images captured under the terms of the Data Protection Act 1998.
- 6 To provide copies of this policy when required to do so.

## 11. INSTALLATION

The installation of additional cameras must be appropriate to its original identified and documented business purpose in accordance with this policy.

## 12. MONITORING AND REVIEW

This policy, its operation and the operation of the Isle of Wight Studio School's CCTV systems will be reviewed every two years by the Deputy Headteacher.

## 13. SUBJECT ACCESS

- 13.1 Only the Headteacher or nominated representative, in response to a formal request, will permit subject access to the images monitored by the system either in hard copy format or by informal viewing. (Appendix 2)
- 13.2 Individuals wishing to access images from the system or formal subject access requests specifically relating to CCTV must write to the Headteacher,



Isle of Wight Studio School, Grange road, East Cowes, PO32 6EA. The Office Manager will complete the 'Access Log' (see Appendix 3) and file for a period of 3 years.

#### 14. PROCEDURES FOR PROCESSING SUBJECT ACCESS REQUESTS

Subjects who wish to access the school's CCTV system must contact the Headteacher and must state the nature of their relationship with the school (for example employee, former employee, visitor, or contractor). Any member of staff receiving such a request must forward it immediately to the Headteacher. This information will only be released in line with the terms set out in the CCTV code of practice (2008) S8.2.

- If images are required for evidential purposes the following must be adhered to:
  - 1 the images need to be transferred to a disk which must be sealed, witnessed, signed by the Facilities Manager, dated and stored separately until collected
  - 2 Each disc must be identified by a unique reference number
  - 3 The disk should be new or cleaned of any previous recording
  - 4 Discs may be viewed by the police
  - 5 A record will be maintained of the release of disks to the police or other authorised applicants. A register will be available for this purpose (Appendix 3)
  - 6 Should a disc be required as evidence a copy may be released to the police under the procedures above. The disc will remain the property of the Isle of Wight Studio School
  - 7 Applications received from outside bodies (e.g. solicitors) to view or release disks will be referred to the Headteacher. In these circumstances disks will normally be released where satisfactory evidence is produced showing that they are required for legal proceedings, a subject request, or in response to a Court Order. A fee of £10 will be charged

#### 15. BREACHES OF THIS POLICY

The Headteacher of the Isle of Wight studio School will investigate any breaches of this policy, where necessary.

As a major purpose of this system is assisting with the safeguarding of the health and safety of pupils, staff and visiting members of the public, it should be noted that



intentional or reckless interference with any part of any monitoring equipment, including cameras/monitor/back-up media, would be treated as a serious disciplinary offence.

## 16. COMPLAINTS PROCEDURE

Grievances and complaints regarding the operation of the Isle of Wight Studio School's CCTV system must be progressed through the Schools Complaints Policy.

## 17. RELATED POLICIES & CODES OF PRACTICE

Other related policies:

CCTV Code of Practice: Information Commissioner (2008).

CCTV Guidance and the Data Protection Act - Good Practice Note



Appendix 1

**CCTV CAMERAS CURRENTLY IN OPERATION**

<b>Camera Number</b>	<b>Location</b>	<b>Remarks</b>
<i>1 to 35 Standard CCTV System</i>	<i>Ground Floor and External</i>	<i>Managed and Administered by Office Manager</i>





Appendix 2

**REQUEST TO VIEW**

Name of person making request:	
Date of request	
Date of incident	
Time of incident	
Camera Number/Location	

Reason:	
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Signed:		Dated:	
Request Granted:		Request Denied (Reason):	

**VIEWING CAMERA**

Date:	
Time:	
Camera Number/location	
Viewed from:	<i>From (time):</i> <i>to (time):</i>
Operated By:	
Viewed by (please list all):	
Signed:	
Date:	



Appendix 3

**ACCESS LOG**

**ACCESS TO VIEW OR COPY BY DVD REQUEST – POLICE AND PUBLIC**

Name of person making request:	
Organisation:	
Address:	
Telephone Number:	

**DETAILS OF CCTV FOOTAGE TO BE VIEWED**

Date:	
Reason: (For police only)	

Signed:		Dated:	
Request Granted:		Request Denied (Reason):	

**TO BE COMPLETED IF CCTV DVD REMOVED FROM CIRCULATION**

DVD No.			
Issued To:			
Crime No: (For police only)			
Date Issued:			
Issued By:			
Return Date:			
I acknowledge receipt of the above tape:			
Signed:		Date:	