



North Tyneside Council

<b>Document Information</b>	CCTV Policy
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Responsible Moorbridge Manager	Karen Croskery
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Signed (by or on behalf of Governing Body)	J McCarty – Chair of Management Group/Governors
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# Student Support Service CCTV Policy

The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at North Tyneside Student Support Service.

The system comprises a number of fixed and dome cameras located within and around the school building. All cameras are controlled from a central point located in the Business and Finance office the screen will only be activated and accessed by a senior nominated member of staff

North Tyneside Student Support Service owns the internal and external CCTV system.

The Policy will be subject to review by the Governors, to include consultation as appropriate with interested parties.

This Policy follows the Data Protection Act guidelines.

## **Objectives of the CCTV Policy**

The objectives of North Tyneside Student Support Service's use of CCTV are:

1. To increase personal safety of students, staff and visitors, and reduce the fear of crime
2. To protect the North Tyneside Student Support Service building and their assets
3. To support the Police in a bid to deter and detect crime
4. To assist in identifying, apprehending and potentially prosecuting offenders
5. To protect members of the public and private property
6. To assist in the management of North Tyneside Student Support Service

## **Statement of Intent**

The CCTV Scheme has been registered with the Information Commissioner under the terms of the Data Protection Act 1998 and will seek to comply with the requirements both of the Data Protection Act and the Commissioner's Code of Practice.

North Tyneside Student Support Service will treat the system and all information, documents and recordings obtained and used as data protected by the Act.

Cameras will be used to monitor activities within the school and grounds to identify adverse activity actually occurring, anticipated or perceived, and for the purpose of securing the safety and well-being of the North Tyneside Student Support Service's students and staff, together with its visitors.

Static cameras are positioned to ensure they do not focus on private homes, gardens and other areas of private property.

At no time will a camera be directed to follow or track an individual as all the currently deployed cameras are fixed.

Materials or knowledge secured as a result of CCTV use will not be used for any commercial purpose. CDs will only be released for use in the investigation of a specific crime and with the written authority of the police. CDs will never be released to the media for purposes of entertainment.

The planning and design has endeavoured to ensure that the CCTV Scheme will give maximum effectiveness and efficiency within available means, 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's CCTV system.

### **Operation of the System**

The CCTV system will be administered and managed by Karen Croskery, Head Teacher in accordance with the values and objectives expressed in the code.

The day-to-day management will be the delegated responsibility of the Senior Leadership Team or ARP Middle Managers.

The CCTV system will operate 24 hrs every day of the year, recording all activity.

## **Control & Liaison**

The system provider will periodically check and confirm the efficiency of the system and, in particular, that the equipment is properly recording and that cameras are functional. Michael Tate Business Manager, will liaise with the contractor regarding servicing and/or repairs and maintenance of the system.

Approved Senior Leaders will aid in meetings between interested parties where the provision of CCTV footage is required.

## **Monitoring Procedures**

Camera surveillance may be maintained at all times and footage continuously recorded. Unless required for evidential purposes, the retention period of any images recorded by our CCTV footage is a maximum of 4 weeks. Any footage that is over this period will be destroyed by being recorded over with new data on the new cycle.

To maintain and preserve the integrity of any DVDs 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 will be strictly adhered to:

- Each DVD must be identified by a unique reference number.
- Before using, each DVD must be cleared of any previous recording.
- The person responsible for recording will register the date and time of the DVD recording, including the DVD reference number.
- A DVD required for evidential purposes must be sealed, witnessed, signed by the member of staff responsible for the recording, dated and stored in a separate, secure, evidence DVD store or archive. If a DVD 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 a Senior Leader, dated and returned to the evidence DVD store or archive.

DVDs may be viewed by the Police for the prevention and detection of crime; and authorised officers of North Tyneside Local Authority for supervisory purposes, authorised demonstration and training. A record will be maintained of the release of DVDs to the Police or other authorised applicants. A register will be maintained for this purpose. CCTV footage of restraints will not be shown to parents, carers or social workers. Any issues about an individual restraint must go through the North Tyneside Student Support Service complaints procedure and follow the schools complaints policy

Viewing of footage by the Police or any external individual must be recorded in writing and entered in the register. Requests by the Police can only be authorised under section 29 of the Data Protection Act 1998. Should a DVD be required as evidence, a copy may be released to the Police under the procedures described in paragraph 6(d) of this Code. DVDs will only be released to the Police on the clear understanding that the DVD remains the property of the school, and both the DVD 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 DVD or any part of the information contained thereon. On occasions when a Court requires the release of an original DVD this will be produced from the secure evidence or archived DVD store, complete in its sealed bag.

The Police may require the school to retain any stored DVDs for possible use as evidence in the future. Such DVDs will be properly indexed and securely stored until the Police need them.

Applications received from outside bodies (e.g. solicitors) to view or release footage stored on DVD's will be referred to Karen Croskery the Head teacher. In these circumstances DVDs will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, or in response to a Court Order.

## **Breaches of the Policy - including Breaches of Security**

The Head teacher, or senior leader acting on her behalf, will initially investigate any breach of the CCTV policy by school staff. Any serious breach of the policy will be subject to the terms of disciplinary procedures already in place.

## **Putting Policy into Practice**

The Senior Leaders may carry out CCTV performance monitoring, including random operating checks.

## **Complaints**

Any complaints about the schools' CCTV system should be addressed to the Head teacher. Complaints will be investigated in accordance with how compliant actions taken are with this policy.

## **Access by the Data Subject**

The Data Protection Act provides Data Subjects (individuals to whom "personal data" relate) with a right to data held about them, including those obtained by CCTV. Requests for Data Subject Access should be made through the Head teacher. The location that will be used for viewing of any images will be the secured storage cupboard and the separate office area next to administration office.

## **Public information**

Copies of this Code of Practice are available to the public from the school website or the School Office. The school will notify visitors to the site of the use of CCTV by signs upon entering the school and next to the sign in book. The images that are filmed will be held in a secure location and can only be accessed by those who are authorised to do so.

## **Summary of Key Points**

- This policy will be reviewed on a regular basis.
- The CCTV system is owned and operated by the school.
- The reception area will not be manned by school staff out of school hours.
- Liaison meetings may be held with the Police and other bodies.
- Recorded DVDs made, will be properly indexed, stored and destroyed after appropriate use.
- CCTV and DVDs may only be viewed by authorised personnel and the Police.
- DVDs required as evidence will be properly recorded, witnessed and packaged before copies are released to the police.
- DVDs will not be made available to the media for commercial or entertainment purposes, but only in support of the detection of crime as advised by the Police.
- DVDs will be disposed of securely by shredding or incineration.
- The Head teacher, or senior leader acting on his behalf, will conduct the initial investigation into any breaches of this code.
- Breaches of the code and necessary actions will be reported to the Head teacher.