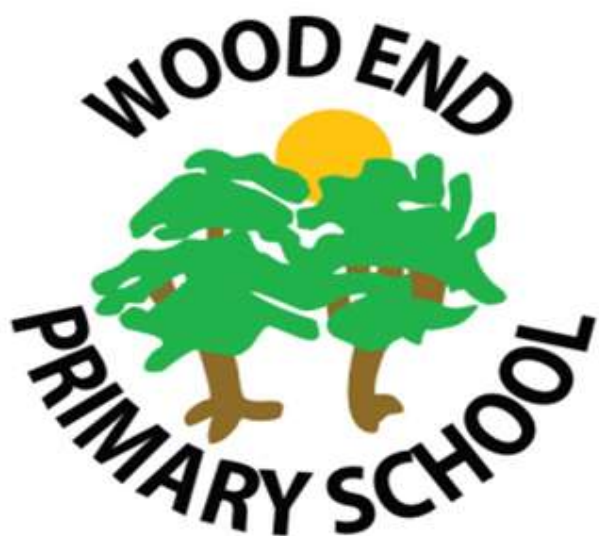


Wood End Primary School



CCTV Policy

Written by: M Cross

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Approved by
Governors: 11th July 2022

Wood End Primary School

CCTV Policy

Introduction

The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Wood End Primary School.

The system is comprised of 4 fixed cameras that provide a live stream of images of the external school site. The system has no capacity for recording. All cameras are monitored by Authorised staff. This Code follows Data Protection Act guidelines.

The Code of Practice will be subject to review periodically. The CCTV system is owned by Wood End Primary School.

All operators are aware of their responsibilities under the CCTV Code of Practice.

Objectives of the CCTV scheme

- To protect the School buildings and their assets
- To increase personal safety and reduce the fear of crime
- To support the Police in a bid to deter crime
- To protect members of the school community

Statement of intent

Cameras will be used to monitor activities within the school grounds and other public areas leading to the school entrances 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 and students.

Static cameras are not to focus on private homes, gardens and other areas of private property. Cameras are sited so they only capture images relevant to the purposes for which they are installed and care is 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.

Main office

Authorised personnel will check the system in the course of their day to day duties. Access to the CCTV facilities will be strictly limited to SLT and authorised employees of Wood End Primary School.

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 all events. Warning signs, as required have been placed near to areas covered by the school CCTV.

Operation and viewing of recordings

The day-to-day management will be the responsibility of the Office Administrator Manager. The CCTV system will be operated 24 hours each day, every day of the school year.

Subject Access Requests (SAR)

Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act.

All requests should be made in writing to SLT. In the event of this, the applicant will be informed that no data is recorded using the system on site.

Any complaints about the school CCTV system should follow the current schools complaints procedures.