CCTV Policy

Version 10

Schedule for Development, Monitoring and Review	
Approved by governors on:	18th March 2021
Implementation monitored by:	Clive Francis
Review arrangements:	Annually All policies will be reviewed if there are any significant developments or changes to legislation
Reviewed:	March 22
The next review of this policy:	**March 2023**

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Introduction

Leicester Partnership School (LPS) fully recognises the contribution it can make to protect children, their parents/carers and visitors to its' school. In order to comply with the law on the use of CCTV equipment, images recorded on the system may also be used for the purpose of crime prevention and detection and will be provided to law enforcement agencies and/or social services if requested. For the reasons described above, the LPS operates CCTV equipment across the whole of it's school site.

The aim of the policy is to explain the reasons and circumstances in which CCTV will be used to fulfil these functions.

CCTV Centre Information

CCTV cameras currently operate throughout the site both externally and internally. The system is also linked to the City Council's main control centre and will operate on an automated basis at night.

Here is the complete current list of the site's camera locations:

CCTV Unit Name	Camera Channel	Camera Name on system	PTZ / Static	Location/viewing
Unit 1 - Outside & KS3	1	Rear PTZ	PTZ	¾ view of rear of old mobile classroom
	2	RHS PTZ	PTZ	Wooden outside play equipment
	3	LHS PTZ	PTZ	Car park entrance/bin area
	4	FRONT PTZ	PTZ	Main car park area
	5	Sharon Rm	Static	Classroom
	6	Leroy Room	Static	Classroom
	7	Sports Hall 1	Static	Above entrance stairs
	8	Sports Hall 2	Static	Above door exit right
	9	Maria Rm	Static	Classroom
	10	Simon Rm	Static	Classroom
	11	Bhv Rm	Static	Reflection Room
	12	Corridor Seats	Static	Communal Area / Corridor
	13	Art Rm	Static	Classroom
	14	DT Rm	Static	Classroom
	15	ICT Classrm	Static	Classroom
	16	Corridor Nr SVR	Static	Server Room door / Corridor

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CCTV Unit Name	Camera Channel	Camera Name on system	PTZ / Static	Location/viewing
Unit 2 – KS3 & Old Mobile	1	Bhv Rm	Static	Reflection Room
	2	Medical Office	Static	Office
	3	Bhv Rm	Static	Reflection Room
	4	Bhv Rm	Static	Reflection Room
	5	Bhv Rm – Opp ICT	Static	Reflection Room
	6	Simons Room	Static	Classroom
	7	Science Lab	Static	Classroom
	8	Mobile – Maths	Static	Classroom
	9	Mobile - English	Static	Classroom
	10	Staff Room	Static	Room
	11	Cloak lunch Rm	Static	Room
	12	Science Office	Static	Office
	13	Corridor Corner	Static	Corridor
	14	Ceiling Gap	Static	Ceiling
	15	Lesley Office	Static	Office
	16	Rewards Rm	Static	Platinum Room
Unit 3 - Outside & KS3 2	1	Out-Bins area	Static	Grass area / bins area next to wellbeing garden
	2	Out-KS3 Pitch	Static	¾ view of sports court
	3	Out-KS4 Exit Rgt	Static	Paved area between 3 buildings
	4	Out-Student Entr	Static	Paved area - student entrance
	5	Out-Old Mobile	Static	Old mobile classroom entrance
	6	Server Room Door	Static	Door and Corridor
	7	Cloak Room Door	Static	Door and fire exit
	8	Out-Wellbeing Gr	Static	Wellbeing Garden
	9	Out-CarPark Bins	Static	In front of bins area
	10	Out-PickUpPoint	Static	Main car park & pick up point
	11	Reception Doors	Static	View from inside
	12	Out-Disabled Spc	Static	Disabled space in car park
	13	Out-CarParkRight	Static	Main car park entrance
	14	Out-PlayEquipmnt	Static	Wooden play area
	15	Corridor FireExt	Static	Outside reflection rooms
	16	Nr 5DP toilet	Static	Outside toilet door
Unit 4 – KS4	1	1st - Bhv Rm	Static	Reflection Room
	2	G-Left Corridor	Static	Corridor & doors
	3	*No camera*	Static	-
	4	G-Right Stairs	Static	Stairwell
	5	G-Right Corridor	Static	Corridor & doors
	6	G-Right Classrm	Static	Classroom
	7	G-Left Classroom	Static	Classroom
	8	G-Bhv Rm	Static	Reflection Room
	9	G-Left Stairs	Static	Stairwell
	10	1st-LeftCorridor	Static	Corridor & doors
	11	1st-Left Exam rm	Static	Classroom
	12	1st-Right Head O	Static	Corridor & doors
	13	1st-Right Stairs	Static	Stairwell
	14	1st-Left Stairs	Static	Stairwell
	15	1st-Right 1to1	Static	Corridor & doors
	16	*No camera*	Static	-

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What our CCTV system can be used for

Our CCTV systems will be used only for the following purposes:

- To help protect pupils, staff & visitors, using our centres, to ensure that they are safe and are not in danger of harm.
- To help protect our centres from criminal damage or acts caused by those using them or intruders.
- To help in the prevention or investigation of crime.

What our CCTV system cannot be used for

Our CCTV systems will not be used for the following purposes:

- Covert surveillance.
- Tracking of individuals without their knowledge.
- Observation of employees for the purpose of performance management / assessment e.g. observing a lesson.

Data Protection

Our CCTV systems are registered with the Office of the Information Commissioner which oversees all data protection matters within the United Kingdom. Our system complies with the 2018 Data Protection Act. Data Protection Registration documentation is stored at our site and provides details of the categories for usage under our registration. This registration is renewed annually. Information about data protection issues can be found on the Information Commissioner's website which can be found at the following address www.ico.gov.uk.

How we will operate and manage our CCTV systems:

CCTV cameras have been located in and around our centres in order to help the Service to manage a safe environment for its pupils, staff and visitors. The quality of the images complies with legislation and are of sufficient quality to enable the Police to use them in order to investigate a crime.

All CCTV cameras installed across the site, will only be sited in such a way that it only monitors those spaces that are intended to be covered by the equipment.

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The employees and pupils will be made aware of the purpose(s) for which the CCTV scheme has been established and appropriate signage will be displayed in the Centre reception areas and around the site as deemed appropriate. This signage informs all staff, pupils and visitors that CCTV is in operation at our site. These signs are located on the front of the buildings and are visible on approach.

Images taken by our CCTV system are stored on a secure hard drive, located in each centre. These images are retrievable for a period of up to 30 days if not stored separately onto encrypted removeable media. Images can only be accessed on behalf of the **Service's Data Control Manager who is the Head Teacher of the Leicester Partnership School.** The Data Control Manager strictly controls who has access to these images. The following individuals have authorisation to access these images, in the absence of or with the permission of the Data Control Manager:

- Head of Alternative & Pastoral Services [HAPS]
- Senior Manager – Behaviour and Achievement (with the authorisation of the Data Control Manager or HAPS if old footage)
- Premises Officers (with the authorisation of the Data Control Manager or HAPS)
- ICT Network Manager (with the authorisation of the Data Control Manager or HAPS)

Any images from the CCTV system will be made available to law enforcement agencies involved in the prevention and detection of crime and not to any other third parties.

All CCTV equipment is regularly checked to ensure that it is operating properly i.e. the recording media used is of a high quality and that the time and date stamps are correctly set at all times.

The Data Control Manager will use the procedures outlined in this policy to manage the Service's CCTV systems and respond to data requests. If unsure, the Data Control Manager knows to seek advice from the Information Commissioner as soon as such a situation arises.

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The following CCTV Small User Checklists will be used to maintain the system:

LPS KS3 EDUCATION CENTRE

CCTV Small User Checklist

The CCTV equipment and images recorded by this system are controlled by **Shaun Whittingham (Data Control Manager)** who is responsible for how the system is used and for notifying the Information Commissioner about the CCTV system and its purpose (This is a legal requirement of the Data Protection act 2018)

CCTV Statement:

The above Controller has considered the need for using a CCTV system and has decided it is required for the prevention and detection of crime and for protecting the safety of staff, pupils and visitors to the centre. The CCTV system will not be used for other purposes.

The above Data Control Manager has authorised the following additional individuals to access images recorded on this system:

- Rebecca Edwards (Head of Alternative & Pastoral Services)
- Hilroy Thomas (Behaviour and Achievement - When authorised by HAPS if old footage)
- Trevor Brown (Premises Officer – When authorised by HAPS)
- Tanu Mistry (Premises Officer – When authorised by HAPS)
- Clive Francis (ICT Network Manager – When authorised by HAPS)

Authorised staff must complete the form available in Appendix 1 when viewing recorded images.

Requirement	Check Frequency	Checked (Date)	By	Date of next review
Data Controller has notified the Information Commissioner that a CCTV system is being used on this site. This will be renewed annually	Annual		S. Whittingham	
Cameras have been sited so that images are clear and suitable for the Police to use to investigate a crime.	Annual		S. Whittingham	
Cameras have been positioned to avoid capturing the images of persons not visiting the Centre.	Annual		S. Whittingham	
There are signs showing that a CCTV system is in	6 monthly		Trevor Brown	

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operation and the Controllers contact details are displayed where it is not obvious who is responsible for operating the system.				
The recorded images from the CCTV system are securely stored and only a limited number of authorised persons have access to them.	Annual		S. Whittingham	
The recorded images will be retained long enough for an incident to come to light (eg for a theft to be noticed)	N/A			

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CCTV – LEICESTER PARTNERSHIP SCHOOL

RECORDING OF VIEWING BY AUTHORISED SERVICE STAFF

Date and Time Image Viewed:

Date: _____ Time: _____

Name of Persons Viewing the Image:

Name: **Designation:**

_____ _____

_____ _____

_____ _____

_____ _____

Reason for the Viewing:

_____

_____

_____

_____

Outcome, if any, of the Viewing:

_____

_____

_____

_____

Signed: …………………………… PRINT NAME …………………….. Date: ……….

Authorised by: ……………………….. Signed: ……………………

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