

**CCTV Policy**

***Version 10***

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| **Schedule for Development, Monitoring and Review** |
| Approved by governors on: | 18th March 2021 |
| Implementation monitored by: | Clive Francis |
| Review arrangements: | AnnuallyAll policies will be reviewed if there are any significant developments or changes to legislation |
| Reviewed:The next review of this policy: | March 2023**March 2024** |

## 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 | ADT Rm | Static | Classroom |
|  | 14 | Food Rm | Static | Classroom |
|  | 15 | ICT Classrm | Static | Classroom |
|  | 16 | Corridor Nr SVR | Static | Server Room door / Corridor |

| **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 | SPARE |  |  |
|  | 14 | Corridor Cnr ADT | 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 | G-External | Static | Towards student entrance |
|  | 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 | - |

**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](http://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.

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 secure hard drives, located in secure room onsite. 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.

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

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| **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 operation and the Controllers contact details are displayed where it is not obvious who is responsible for operating the system. | 6 monthly |  | Trevor Brown |  |
| 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 |  |  |  |

APPENDIX 1

**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:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Reason for the Viewing:

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Outcome, if any, of the Viewing:

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

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