



**Leicester
Partnership
School**

CCTV Policy

Version 11



Schedule for Development, Monitoring and Review	
Approved by governors on:	18 th 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 2024
The next review of this policy:	March 2025

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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 the Police 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 consists of four recording units, linked to sixty-two cameras. The majority of the cameras are the dome-style with infrared sensors and are capable of recording black and white video in the dark. Four of the external cameras are of the Pan-Tilt-Zoom (PTZ) type. None of the cameras on our system are capable of recording audio.

Unit 1 of the system (which links to the external PTZ cameras) is also remotely connected to the Leicester City Council's control centre for the purposes of site security when the school is closed and there are no staff or students onsite.



List of CCTV Camera Locations

Unit 1 - Outside & KS3 Building	Camera Channel	Camera Name on system	PTZ / Static	Location/viewing
	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	CEDAR	Static	Classroom
	6	ELM	Static	Classroom
	7	Sports Hall 1	Static	Above entrance stairs
	8	Sports Hall 2	Static	Above door exit right
	9	MAPLE	Static	Classroom
	10	WILLOW	Static	Classroom
	11	Reflect Rm - SH	Static	Reflection Room near Hall
	12	Corridor Seats	Static	Communal Area / Corridor
	13	ADT Rm	Static	Classroom
	14	Cooking Rm	Static	Classroom
	15	ICT Classrm	Static	Classroom
	16	Corridor Nr SVR	Static	Server Room door / Corridor

Unit 2 – KS3 & Old Mobile	Camera Channel	Camera Name on system	PTZ / Static	Location/viewing
	1	Reflect Rm -SH	Static	Reflection Room Near Hall
	2	Staf Wrk Off KS3	Static	Office
	3	Relfect Rm - L	Static	Reflection Room Near Willow
	4	Relfect Rm - R	Static	Reflection Room Near Willow
	5	Rflct Rm-Nr Clk	Static	Reflection Room Near Cloak Rm
	6	ASH	Static	Classroom
	7	Science Lab	Static	Classroom
	8	Mobile – Maths	Static	Classroom
	9	Mobile - English	Static	Classroom
	10	Staff Room KS3	Static	Staff work/lunch Room
	11	Cloak lunch Rm	Static	Cloak Room
	12	Science Office	Static	Office
	13	SPARE		<i>Not currently in use</i>
	14	Corridor Cnr ADT	Static	Ceiling
	15	1 to 1 Room	Static	Office / classroom
16	Rewards Rm	Static	Recreational Room	

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Unit 3 - Outside & KS3	Camera Channel	Camera Name on system	PTZ / Static	Location/viewing
	1	PO Store Shed	Static	Grey Store Shed in front of bins area
	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 ASH toilet	Static	Outside toilet door

Unit 4 – KS4 Outside and Inside	Camera Channel	Camera Name on system	PTZ / Static	Location/viewing
	1	1st - Reflect 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-Reflect Rm	Static	Reflection Room
	9	G-Left Stairs	Static	Stairwell
	10	1st-LeftCorridor	Static	Corridor & doors
	11	1st-Exam Rec Rm	Static	Classroom
	12	1st-Heads Office	Static	Corridor & door of KS4 Head's Office
	13	1st-Right Stairs	Static	Stairwell
	14	1st-Left Stairs	Static	Stairwell
	15	1st-1to1 Exam Rm	Static	Corridor & doors
	16	<i>No camera</i>	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 of crime or with criminal investigations.

What our CCTV system cannot be used for:

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

- Covert surveillance or monitoring
- Tracking or monitoring of individuals without their knowledge
- Observation of employees for the purpose of performance management / assessment e.g. observing a lesson
- Recording sound – our CCTV system is technically not capable of doing so

Data Protection and UK GDPR

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 under UK GDPR. 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.

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.



Camera Placement

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 monitored by the cameras with the maximum effectiveness possible for those areas. However, it is not possible to guarantee that the placement of the cameras will detect and record all potential incidents.

Every effort will be made to ensure that the external CCTV cameras will be positioned so that their coverage is limited to the school premises only.

Storing and Accessing CCTV Recordings

Images taken by our CCTV system are stored on secure hard drives, located in a 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 Julie Aquilina (Business Manager)**. 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:

- Shaun Whittingham (Head Teacher)
- Nicola Anderson (Head Teacher)
- Rebecca Edwards (Assistant Head of LPS, Safeguarding and Lead DSL)
- Thomas Liney (Assistant Head – KS3)
- Andrew Barrett (Assistant Head – KS4)

The following individuals are authorised to view the images but only with the permission of the Head Teacher or Assistant Heads:

- Hilroy Thomas (Senior Manager – Behaviour)
- Tanu Mistry (Senior Premises Officer)
- Trevor Brown (Premises Officer)
- Clive Francis (ICT Network Manager)
- Derren Bennet (Level 3 ICT Technician)

Any members staff who have been found to access the CCTV system and/or it's recorded images, who are either not authorised to or do so or do not have permission to do so, will face disciplinary action.

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



System Maintenance

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 is correctly set at all times.

A Leicester City Council approved third party company provides support and service for any system firmware upgrades or potential equipment failures.

Subject Access Requests (SARs)

Under UK GDPR and the Data Protection Act 2018, individuals have the right to access and receive a copy of CCTV recordings relating to themselves – this is referred to as a Subject Access Request or SAR.

As per the Data Protection Act, all requests should be made verbally or in writing to the school with the following information:

- Specific Date/s and Time/s
- Proof of identity (if required)
- Description of yourself (if required)

The school will usually provide the recordings free of charge and within one month of receiving a valid request. The LPS reserves the right to refuse the request if it would:

1. Put an ongoing criminal investigation at risk or
2. Prejudice the legal rights of other individuals - for example if it is not possible to edit out other individuals in order to protect their identity



Appendix 1

LPS - CCTV User Checklist used to maintain the system

The CCTV equipment and images recorded by this system are controlled by **Julie Aquilina (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 Data Control Manager 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 individuals to access images recorded on this system:

- Shaun Whittingham (Head Teacher)
- Nicola Anderson (Head Teacher)
- Rebecca Edwards (Assistant Head of LPS, Safeguarding and Lead DSL)
- Thomas Liney (Assistant Head – KS3)
- Andrew Barrett (Assistant Head – KS4)

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

- Hilroy Thomas (Senior Manager – Behaviour)
- Tanu Mistry (Senior Premises Officer)
- Trevor Brown (Premises Officer)
- Clive Francis (ICT Network Manager)
- Derren Bennet (Level 3 ICT Technician)

Authorised staff must complete the form available (Appendix 3) 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		J Aquilina	
Cameras have been sited so that images are clear and suitable for the Police to use to investigate a crime.	Annual		J Aquilina	
Cameras have been positioned to avoid capturing the images of persons not visiting the Centre.	Annual		J Aquilina	
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		J Aquilina	
The recorded images will be retained long enough for an incident to come to light (e.g. for a theft to be noticed)	N/A			

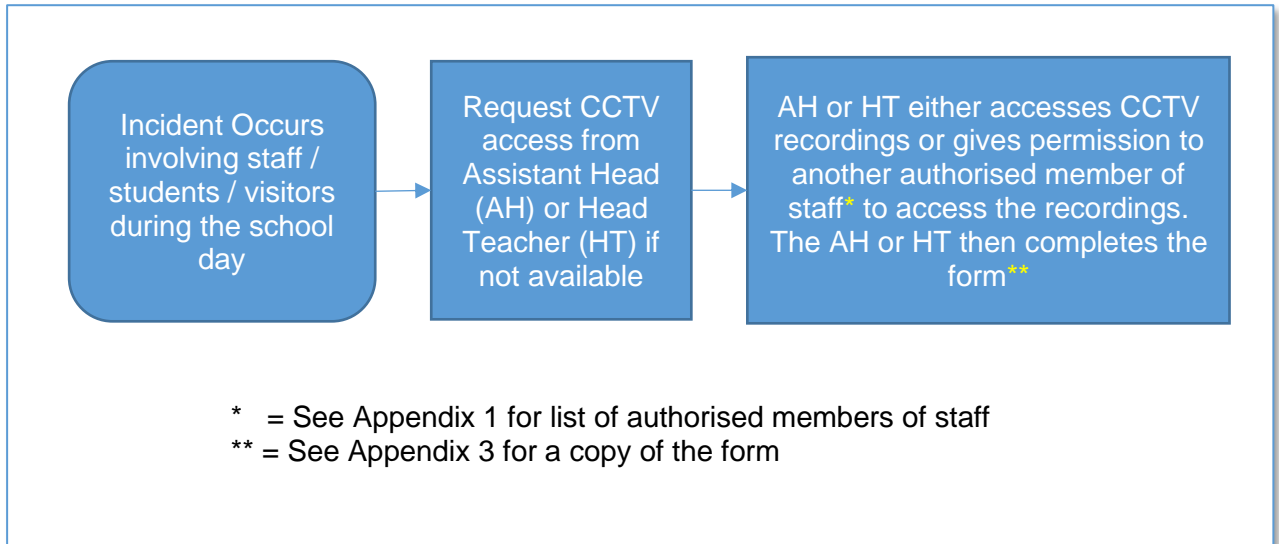
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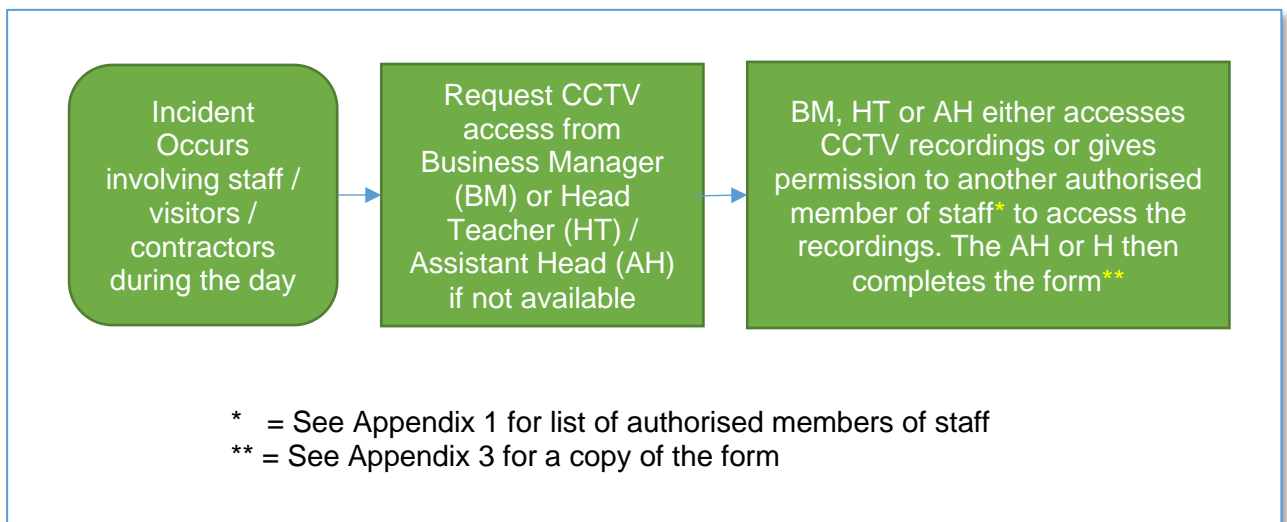
Appendix 2

Processes for Requesting Access to CCTV Recordings

Need access to CCTV recordings onsite after an incident occurs (term time)



Need access to view CCTV recordings onsite after an incident occurs (school closure time)





Appendix 3

CCTV Access Request and Viewing Record

Date and Time of Request: _____

Person Making request: _____

Date and Time Recordings Viewed:

Date: _____ **Time:** _____

Name of Persons Viewing the Recordings:

Name:

Designation:

Reason for the Viewing:

Outcome, if any, of the Viewing:

Authorised by: **Date:**

There is an electronic version of this form available

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Appendix 4

CCTV Signage displayed on site



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