

**CCTV Policy**

***Version 11***

|  |  |
| --- | --- |
| **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:  The next review of this policy: | April 2025  **April 2026** |

Table of Contents

[Introduction 4](#_Toc159420805)

[CCTV Centre Information 4](#_Toc159420806)

[List of CCTV Camera Locations 5](#_Toc159420807)

[What our CCTV system can be used for: 7](#_Toc159420808)

[What our CCTV system cannot be used for: 7](#_Toc159420809)

[Data Protection and UK GDPR 7](#_Toc159420810)

[How we will operate and manage our CCTV systems 7](#_Toc159420811)

[Camera Placement 8](#_Toc159420812)

[Storing and Accessing CCTV Recordings 8](#_Toc159420813)

[System Maintenance 9](#_Toc159420814)

[Subject Access Requests (SARs) 9](#_Toc159420815)

[Appendix 1 10](#_Toc159420816)

[LPS - CCTV User Checklist used to maintain the system 10](#_Toc159420817)

[Appendix 2 11](#_Toc159420818)

[Processes for Requesting Access to CCTV Recordings 11](#_Toc159420819)

[Need access to CCTV recordings onsite after an incident occurs (term time) 11](#_Toc159420820)

[Need access to view CCTV recordings onsite after an incident occurs (school closure time) 11](#_Toc159420821)

[Appendix 3 12](#_Toc159420822)

[CCTV Access Request and Viewing Record 12](#_Toc159420823)

[Appendix 4 13](#_Toc159420824)

[CCTV Signage on site 13](#_Toc159420825)

## 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 |  | *Not currently in use* |
| 14 | Corridor Cnr ADT | Static | Ceiling |
| 15 | 1 to 1 Room | Static | Office / classroom |
| 16 | Rewards Rm | Static | Recreational Room |

| **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 | *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 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](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.

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 |  | C Francis |  |
| 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 |  |  |  |

## Appendix 2

### Processes for Requesting Access to CCTV Recordings

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

Incident Occurs involving staff / students / visitors during the school day

Request CCTV access from Assistant Head (AH) or Head Teacher (HT) if not available

AH or HT either accesses CCTV recordings or gives permission to another authorised member of staff\* to access the recordings. The AH or HT then completes the form\*\*

\* = See Appendix 1 for list of authorised members of staff

\*\* = See Appendix 3 for a copy of the form

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

Incident Occurs involving staff / visitors / contractors during the day

Request CCTV access from Business Manager (BM) or Head Teacher (HT) / Assistant Head (AH) if not available

BM, HT or AH either accesses CCTV recordings or gives permission to another authorised member of staff\* to access the recordings. The AH or H then completes the form\*\*

\* = See Appendix 1 for list of authorised members of staff

\*\* = See Appendix 3 for a copy of the form

## 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**

## Appendix 4

### CCTV Signage displayed on site



