



# Rossett School

Success for everyone

## CCTV Policy 2025-27

<b>Approved by:</b>	Local Governing Body
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<b>Links to other Procedures</b>	School Privacy Notices and DPIA CCTV

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## **1. Introduction**

The purpose of this Policy is to regulate the management, operation and use of the Closed-Circuit Television (CCTV) system at Rossett School. The system comprises several fixed and fisheye cameras located within and around the school buildings.

All cameras are controlled from the Site Office, the Deputy Headteacher's Office and that of the Assistant Headteacher. They are accessed from their desktop PC's. Access to the system will be strictly limited to those staff that "need to know" and such staff will require the authorisation of the Headteacher, or a senior member of staff acting on his behalf, in order to view CCTV images.

Live images will only be accessible to the Site Manager, Deputy Headteacher and Assistant Headteacher. Recorded images will be made available to staff who have direct involvement in investigating an incident. This is likely to include members of the Senior Leadership Team and Pastoral Managers. If a member of staff has witnessed or been involved in an incident, they may be asked to review images for the purpose of identifying individuals or to establish facts about the incident.

(The contractor also has the facility to view live images purely for the purpose of monitoring camera functionality. In this way they can immediately see if a camera has stopped working and respond accordingly. They are unable to view recorded images)

This Policy will be subject to review by the Governors, to include consultation as appropriate with interested parties.

This Policy follows the Data Protection Act guidelines.

This Policy complies with the Information Commissioner's CCTV code of practice.

## **2. Objectives of the CCTV scheme**

The objectives of the School's CCTV system are:

- 2.1 To increase the personal safety of students, employees and visitors.
- 2.2 To assist in the safeguarding of children in and around the site.
- 2.3 To protect the school buildings and assets.
- 2.4 To support the police in a bid to deter and detect offending.
- 2.5 To assist in identifying, apprehending and potentially prosecuting offenders.
- 2.6 To protect members of the public and private property.

## **3. Statement of Intent**

The CCTV Scheme has been registered with the Information Commissioner under the terms of the Data Protection Act 1998 and will seek to comply with the requirements both of the Data Protection Act and the Commissioner's Code of Practice. The school will treat the system and all information, documents and recordings obtained and used as data protected by the Act.

- 3.1 Cameras will be used to monitor activities within the school and its grounds to identify adverse activity occurring, anticipated or perceived, and for the purpose of securing the safety and wellbeing of the school, together with its visitors.
- 3.2 Static cameras are positioned to ensure they do not focus on private homes, gardens and other areas of private property.
- 3.3 Unless an immediate response to events is required, at no time should a camera be directed at an individual without authorisation by the Headteacher.
- 3.4 Materials or knowledge secured as a result of CCTV use will not be used for any commercial purpose. Footage will only be released for use in the investigation of a specific crime or incident and with the written authority of the police. Footage will never be released to the media for entertainment purposes.
- 3.5 The planning and design has endeavored to ensure that the CCTV Scheme will give maximum effectiveness and efficiency within available means, but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.
- 3.6 Warning signs, as required by the Code of Practice of the Information Commissioner, have been placed on all access routes to areas covered by the school's CCTV system.

## **Privacy and Compliance**

### CCTV in Communal Toilet Areas – Justification & Proportionality

The school has considered the justification and proportionality for installing CCTV within a unisex toilet area, with the caveat that it does not directly observe the urinals and can only see the communal area that includes sinks and mirrors. The school has also considered this against UK GDPR and the Data Protection Act 2018.

The school has evidenced that:

- This area provides a high and ongoing safeguarding risk, with 40+ incidents per academic year.
- The cameras do not film private or sensitive areas, such as individual cubicles.
- The CCTV plays a material role in identifying perpetrators, supporting behaviour management, and protecting students at risk.

#### **4. Operation of the system**

The CCTV system will be administered and managed by the Site Manager, in accordance with the values and objectives expressed in this policy. The day-to-day management will be the delegated responsibility of the Site Manager during the day, and the site duty staff out of hours and at weekends. The CCTV system will operate 24 hours each day, every day of the year, recording all activity.

#### **5. Control and Liaison**

The system provider will periodically check and confirm the efficiency of the system and, in particular, that the equipment is properly recording and that cameras are functional. The Site Manager is to liaise with the contractor regarding servicing and/or repairs and maintenance of the system. The Site Manager will aid in meetings between interested parties where the provision of CCTV footage is required.

#### **6. Monitoring procedures**

Camera surveillance may be maintained at all times with footage being continuously recorded and held on the system memory. Where footage is required to be shared then this will be done electronically.

#### **7. Breaches of the policy (including breaches of security)**

The Headteacher, or a senior member of staff acting on his behalf, will initially investigate any breach of this policy by school staff. Any serious breach of this policy will be subject to the terms of disciplinary procedures already in place.

#### **8. Assessment of the scheme and CCTV Policy**

The Business and Operations Manager and Site Manager may carry out performance monitoring, including random operating checks.

#### **9. Complaints**

Any complaints about the school's CCTV system should be addressed to the Headteacher. Complaints will be investigated in accordance with Section 7 of this policy.

#### **10. Access by the Data Subject**

The Data Protection Act provides Data Subjects (individuals to whom "personal data" relate) with the right to data held about them, including those obtained by CCTV. Requests for Data Subject Access should be made through the Headteacher.

#### **11. Public information**

The Policy is on the school website.

## **12. Summary of Key Points**

- 12.1 This Policy will be reviewed on a regular basis.
- 12.2 The CCTV system is owned and operated by the school.
- 12.3 Liaison meetings may be held with the Police and other bodies.
- 12.4 As information can be shared securely electronically, there is no requirement for hard copies of the footage to be created.
- 12.5 The Headteacher, or senior member of staff acting on their behalf, will conduct the initial investigation into any breaches of this policy.
- 12.6 Breaches of this policy will be reported to the Headteacher.
- 12.7 CCTV footage shall be kept for no longer than one calendar month in line with the Trust Retention Policy.