The Beacon

CCTV
Policy

Due for Review: April 2028

Contents

1	Purpose of this policy
2	Scope
3	Responsibilities
4	General Principles
5	Purpose of the Cameras
6	Images recorded
7	Use & Disclosure of Images
8	Access by individuals
9	Appendix 1 – CCTV Use and Disclosure of images protocol
10	Appendix 2 – Checklist for users of CCTV systems
11	Update Schedule

Purpose of this policy

The purpose of this policy is to regulate the use of the closed circuit television (CCTV) system used to monitor and record areas of the school site for the purposes of safety and security.

Scope

This policy provides information for all school users.

Responsibilities

Those with responsibility for governing the use of the system are:

- Senior Leadership Team
- Estates Manager
- Multi Agency Officers
- ICT Technician

General Principles

It is the aim of The Beacon to provide a safe and secure environment for all school users, and to keep safe and secure all school assets and property.
The school has adopted a range of measures to achieve this, including the use of CCTV cameras to monitor specific areas.

A sign is displayed at the main reception entrance and on the perimeter of the grounds to notify all users that CCTV is in operation.

Purpose of the Cameras

The purpose of the cameras is to deter, detect and prevent:

- Unacceptable behaviour such as the malicious activation of the fire alarm system.
- Threats to the health, safety and welfare of staff, students and other school users
- Criminal acts such as vandalism or theft of school assets and property damage to or theft of parked vehicles
- Unauthorised entry to the site and buildings

The cameras are also used to provide the necessary evidence to identify the culprit and enable disciplinary or legal action to be taken.

Positioning of the Cameras

The positioning of the cameras has been based upon a security assessment carried out to identify likely areas of concern.
During the planning stage of The Beacon it was identified the need to provide cameras to cover a variety of areas throughout the establishment, please see attached location plan.
Additional cameras have been added to provide wider coverage of external areas.

Further assessments will be made as part of the annual review of this policy document, and it is possible that other areas will be identified as requiring CCTV coverage.

Images Recorded

The system has been set up to provide good quality images that can be used as evidence of criminal activity.

Every camera records simultaneously and the images are stored on disc for a period of no longer than 30 days. After that time all images are erased apart from any which relate to an incident subject to an on-going investigation.
Routine checks are made to ensure that the system is operating in accordance with the terms of this policy, and that information relating to the recordings (date, time etc) is accurate.

Use & Disclosure of Images

The computers used to review CCTV footage are restricted to the users listed within this policy and viewing takes place when this cannot be overlooked. All recording equipment is kept in secure rooms and password protected.
Access to images by school staff is restricted to:

- Senior Leadership Team
- Estates Manager
- ICT Technician
- Multi Agency Officers
- Members of staff with a direct involvement in a particular incident. All members of staff given access to images are reminded of the need to keep information confidential, access to images will also be made available as necessary to:
- Police
- The school's legal advisors and /or insurers

All disclosures of images to third parties are entered in a register to record the date, reasons for disclosure, images disclosed and to whom.
Copies of the school's Data Protection Register entry are available on the www.ico.org.uk website, search for Registration Number: ZA226507

Access by Individuals

The school recognises the rights of staff, students and visitors to the school to make a subject access request for details of personal data held.

Any requests should be made to the Senior Leadership team.

Appendix 1

CCTV – Use and Disclosure of Images Protocol

Legitimate public concerns exist over the use of CCTV and many of the specific guidelines are designed to satisfy the community that the use of cameras is subject to adequate supervision and scrutiny. It is of fundamental importance that public confidence is maintained by fully respecting individual privacy.

All employees that are authorised to view the CCTV images within the school must read this protocol alongside the CCTV Policy and confirm that they understand and agree to abide by the policy and protocol.

1. CCTV images may only be viewed by authorised employees.

2. All authorised employees viewing the CCTV images will act with utmost probity at all times.

3. All images viewed by authorised employees must be treated as confidential.

4. All authorised employees are to ensure that whilst viewing CCTV images, unauthorised employees or visitors cannot view the images.

5. All authorised employees are responsible to ensure that CCTV images are not left on any screen without an authorised employee being left in charge. An authorised employee should log out of the programme when leaving the screen

6. Every viewing of the images will accord with the purposes and key objectives of the CCTV system and shall comply with the CCTV Policy.

7. All authorised employees viewing CCTV images should be aware of exercising prejudices, which may lead to complaints of the system being used for purposes other than those for which it is intended. The viewers may be required to justify their interest in any particular individual, group of individuals or property at any time.

8. All authorised employees viewing CCTV images are responsible for their every viewing of the images, which must be justifiable.

9. Any breach of the CCTV Policy or CCTV Protocol will be dealt with in accordance with existing discipline regulations. Individuals must recognise that any such breach may amount to gross misconduct, which could lead to dismissal.

10. Any breach of the Data Protection Act 1998 will be dealt with in accordance with that legislation. All authorised employees viewing CCTV images must be aware of their liability under this act.

Signature Box to be removed and transferred to Cognito

I understand and agree to abide by the CCTV Policy and the CCTV Protocol

NAME	JOB TITLE	SIGNATURE	DATE
Ady Young	Headteacher		
Casey Fletcher	Head of School		
Hayleigh Graves	Assistant Head		
Chris Wallis	Assistant Head		
Russell Ames	Assistant Head		
Caroline Pratt	Assistant Head		
Sasha Gooding	Head of Operations		
Mark Jones	Manager Estates		
Julie Howell	Safeguarding Lead (MAST)		
Simon Cowper & Louis Wilson	ICT Technician's		
Nichola Barlow-Guest	Office Manager - Walmer		

Appendix 2
Checklist for users of CCTV systems

This CCTV system and the images produces by it are controlled by the Senior Leadership Team who are responsible for how the system is used, and for notifying the Information Commissioner about the CCTV system and its purpose (which is a legal requirement of the Data Protection Act 1998).

We (The Beacon) have considered the need for using CCTV and have decided it is required for the prevention and detection of crime and for protecting the safety of individuals. It will not be used for other purposes. We conduct an annual review of our use of CCTV.

	Checked (Date)	By	Date of next
Notification has been submitted to the Information Commissioner and the next renewal date recorded.		Head of Operations	
There is a named individual who is responsible for the operation of the system.		ICT Technician	
The problem we are trying to address has been clearly defined and installing cameras is the best solution. This decision should be reviewed on a regular basis.		SLT	
A system has been chosen which produces clear images which the law enforcement bodies (usually the police) can use to investigate crime and these can easily be taken from the system when required.		ICT Technician	
Cameras have been sited so that they provide clear images.		Head of Operations	
Cameras have been positioned to avoid capturing the images of persons' not Visiting the premises		Head of Operations	

There are visible signs showing that CCTV is in operation.		Facilities Manager	
Images from this CCTV system are securely stored, where only a limited number of authorised persons may have access to them.		ICT Technician	
The recorded images will only be retained long enough for any incident to come to light (e.g. for a theft to be noticed) and the incident to be investigated.		ICT Technician	
Except for law enforcement bodies, images will not be provided to third parties.		SLT	
The potential impact on individuals' privacy has been identified and taken into account in the use of the system.		SLT	
The organisation knows how to respond to individuals making requests for copies of their own images. If unsure the controller knows to seek advice from the Information Commissioner as soon as such a request is made.		SLT	
Regular checks are carried out to ensure that the system is working properly and produces high quality images.		ICT Technician	

Please keep this checklist in a safe place until the date of the next review.

Update Schedule

Version	Reviewed	Reason for Update	Next review date	Governors Agreement
1	January 2017	Annual renewal	January 2018	N/A
2	December 2017	Review	January 2019	N/A
3	September 2019	Review	September 2021	
4	April 2024	Review	April 2026	
5	April 2026	Review – Amendments to staffing	April 2028	March 2026