



BRIMSHAM GREEN SCHOOL

A Specialist Humanities College

Broad Lane, Yate, Bristol, BS37 7LB



Headteacher: Mr A J Williams BSc

Tel: (01454) 868888 Fax: (01454) 868880

CCTV System Policy

1. Introduction

- 1.1 The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Brimsham Green School, hereafter referred to as 'the school'.
- 1.2 The system comprises a number of static and dome cameras located around the school site. All cameras are monitored from either the Premises Team Leader's office or Premises Team Leader's (PTL) bungalow, and are only available to selected staff.
- 1.3 This Code follows Data Protection Act guidelines.
- 1.4 The Code of Practice will be subject to review annually and include consultation as appropriate with interested parties.
- 1.5 The CCTV system and data is owned by the school.

2. Objectives of the CCTV system

- To protect the school buildings and assets of those buildings
- To increase personal safety and reduce the fear of crime
- To support the Police in a bid to deter and detect crime
- To assist in identifying, apprehending and prosecuting offenders
- To protect members of the public and private property
- To assist in managing the school

3. Statement of intent

- 3.1 The CCTV system will be 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 Commissioner's Code of Practice.
- 3.2 The school will treat the system and all information, documents and recordings obtained and used as data which are protected by the Act.
- 3.3 The system installed is compliant with the Data Protection Act, Human Rights Act and Regulatory Investigation Powers Act.

- 3.4 Cameras will be used to monitor activities within the school and its car parks and other public areas to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and well being of the school, together with its visitors, including pupil misbehaviour.
- 3.5 Cameras are focussed on the school buildings and around entrances/exits. Private property is protected by privacy settings.
- 3.6 Materials of knowledge secured as a result of CCTV will not be used for any commercial purpose. Information transferred to CD/DVD (or other appropriate media) will only be used for the investigation of a specific crime or incident. Release to the media would only be allowed with the written authority of the police if this was required by them as part of a police investigation.
- 3.7 The planning and design has endeavoured to ensure that the system will give maximum effectiveness and efficiency but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.
- 3.8 Warning signs, as required under the Data Protection Act, have been placed at areas covered by the school CCTV.

4. Operation of the System

- 4.1 The system will be administered and managed by the Senior Leadership Team (SLT), in accordance with the principles and objectives expressed in the code.
- 4.2 The day to day management will be the responsibility of the SLT, Bursar and PTL during the day and the PTL out of hours and at weekends, and holidays.
- 4.3 The control room will only be staffed by the PTL, SLT, and Bursar.
- 4.4 The CCTV system will be operated 24 hours a day, every day of the year.

5. Control Room

- 5.1 The Control Room will be locked at all times when not manned.
- 5.2 The PTL will check and confirm the efficiency of the system daily and in particular that the equipment is properly recording and that cameras are functional
- 5.3 Access to the CCTV control room will be strictly limited to the SLT, Bursar and Premises Team.
- 5.4 Unless an immediate response to events is required, or in anticipation of an event occurring, staff in the CCTV control room must not direct cameras at an individual or a specific group of individuals.
- 5.5 Visitors and other contractors wishing to enter the Control Room will be subject to particular arrangements as outlined below.

- 5.6 Control Room Operators must satisfy themselves of the identity of any visitors to the Control Room and the purpose of the visit. Where any doubt exists access will be denied.
- 5.7 The system may generate a certain amount of interest. It is vital that operations are maintained with minimum disruption. Casual visits to the control room will not be permitted. Visitors must first obtain permission from SLT, PTL, Bursar and must be accompanied throughout the visit.
- 5.8 Any visit may be immediately curtailed if prevailing operational requirements make this necessary.
- 5.9 If out of hours emergency maintenance arises, the Control Room operator must be satisfied as the identity and purpose of contractors before allowing entry. The system is currently maintained by the installers, VIS Ltd.
- 5.10 Other administrative functions will include maintaining recording media and hard disc space, filing and maintaining occurrence and system maintenance logs.
- 5.11 Emergency procedures will be used in appropriate cases to call the Emergency Services.

6. Liaison

- 6.1 Liaison meetings may be held with all bodies involved in the support of the system.

7. Monitoring Procedures

- 7.1 Camera surveillance may be maintained at all times.
- 7.2 A monitor is installed in the Control Room and PTL bungalow for out of hours monitoring. A review of this arrangement will occur which may result in additional monitors being made available.
- 7.3 Information is held on the hard drive for a period of no more than 14 days. If information is required for evidence purposes it will be transferred to appropriate recording media.

8. CD/DVD/Recording Media Procedures

- 8.1 In order to maintain and preserve the integrity of the media used to record events from the hard drive and the facility to use them in any future proceedings, the following procedures for their use and retention must be strictly adhered to:
- i Each record must be identified by a unique mark
 - ii Before using each recording media must be cleaned of any previous recording
 - iii The controller shall register the date and time of recorded insert, including the reference

- iv A recording required for evidential purposes must be sealed, witnessed, signed by the controller, dated and stored in a separate, secure store. If the record is not copied for the police before it is sealed, a copy may be made at a later date providing that it is then resealed, witnessed, signed by the controller, dated and returned to secure storage
- v If the record is archived, the reference must be noted

8.2 Recording media may be viewed by designated operators and the Police for the prevention and detection of crime.

8.3 A record will be maintained of the release of records to the Police or other authorised applicants.

8.4 Viewing of records by the Police must be recorded in writing in the log book. Requests by the Police can only be actioned under section 29 of the Data Protection Act 1988.

8.5 Should a record be required as evidence, a copy may be released to the Police under the procedures described in paragraph 8.1(iv) of this Code. Records will only be released to the Police on the clear understanding that the record remains the property of the school, and both the record and information contained on it are to be treated in accordance with this code. The school also retains the right to refuse permission for the Police to pass on the record or any part of the information contained therein to any other person. On occasions when a Court requires the release of an original record this will be produced from the secure store, complete in its sealed bag.

8.6 The Police may require the school to retain the stored records for possible use as evidence in the future. Such records will be properly indexed and securely stored until they are needed by the Police.

8.7 Applications received from outside bodies (e.g. solicitors) to view or release records will be referred to the head teacher. Charges will be made to cover the costs of producing the material.

9. Breaches of the Code (including breaches of security)

9.1 Any breach of the Code of Practice by school staff will be initially investigated by the head teacher, in order for him to take the appropriate action.

9.2 Any serious breach of the Code of Practice including breaches of the Code of Practice by the Head Teacher will be immediately investigated and an independent investigation carried out to make recommendations on how to remedy the breach, by the governing body.

10. Assessment of the system and the Code of Practice

10.1 System monitoring will include random checks by authorised staff.

10.2 The Code of Practice will be reviewed annually.

10.3 Regular reviews of the systems operation will take place and any necessary changes in procedure or camera sighting/position will be implemented.

11. Complaints

- 11.1 Any complaints about the school's CCTV system should be addressed to the head teacher.
- 11.2 Complaints will be investigated in accordance with Section 9 of this Code.

12. Access by the Data Subject

- 12.1 The Data Protection Act provides Data Subjects (individuals to whom 'personal data' relates) with a right to view data held about themselves, including that obtained by CCTV.
- 12.2 Requests for Data Subject Access should be made by application to the head teacher

13. Public Information

Copies of the Code of Practice will be available to the public from the School Office and the head teacher.

14. System Maintenance

- 14.1 The system will be subject to annual maintenance and repairs
- 14.2 Equipment and recordings may be viewed by personnel authorised to undertake installation and maintenance of the CCTV systems (currently VIS Ltd).
- 14.3 Such viewing will be restricted to that necessary for system work

Summary of Key Points

- This Code of Practice will be reviewed annually
- The CCTV system is owned and operated by the school
- The Control Room is not open to visitors except by prior arrangement and good reason
- The Control Room shall remain locked when unmanned
- Liaison meetings may be held with the Police and other bodies
- Recording media used will be properly indexed, stored and destroyed after appropriate use
- Recording media may only be viewed by authorised school personnel and the Police
- Records required as evidence will be properly recorded, witnessed and packaged before copies are released to Police
- Records will not be made available to the media for commercial or entertainment purposes
- Records will be cleared of information no longer required
- Any breaches of the Code will be investigated by the head teacher. An independent investigation will be carried out for serious breaches
- Breaches of the code and remedies will be reported to the head teacher

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Signed Chair of Resources Committee

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