



THE
**WALDESLADE
& GREENACRE**
SCHOOLS PARTNERSHIP

CCTV Policy

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Statement of Equality

We have carefully considered and analysed the impact of this policy on equality and the possible implications for Students with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Purpose

The purpose of this policy is to regulate the management, operation, and use of the Closed-Circuit Television (CCTV) system within the school. The system is in place to:

- Protect the health, safety, and welfare of students, staff, and visitors.
- Prevent and detect crime, vandalism, and anti-social behaviour.
- Support the school's behaviour and safeguarding policies.
- Assist in the identification of individuals involved in incidents.

Rationale

The school has a duty of care to provide a safe and secure environment for all students, staff, and visitors. The use of CCTV forms part of the school's overall strategy to promote health, safety, and wellbeing.

The installation of CCTV is considered necessary to:

- Deter and prevent criminal activity, vandalism, and bullying.
- Enhance safeguarding measures across the school site.
- Support the effective management of incidents.
- Provide reassurance to the school community.

The use of CCTV is carefully balanced against individuals' rights to privacy and is implemented in a proportionate and lawful manner.

Objectives

The objectives of the CCTV system are to:

- Maintain a safe environment for students, staff, and visitors.
- Prevent and detect crime and anti-social behaviour.
- Assist in safeguarding and child protection procedures.
- Support school staff in the investigation of incidents.
- Protect school property and assets.
- Provide evidence where required for disciplinary or legal processes.



Monitoring & Review

This policy document was produced in consultation with Students, the Parent Forum, School Staff, Local Governing Body and our First Aid Officer.

The school actively supports the provision of open access to well-maintained, clean, private and safe toilet facilities throughout the school day, however this must happen in a safe environment.



1. Scope

This policy applies to all staff, students, visitors, contractors, and any other individuals whose images may be captured by the CCTV system.

2. Legal Framework

The school operates its CCTV system in compliance with:

- Health and Safety legislation.
- UK data protection laws (including the UK GDPR and Data Protection Act 2018).
- Human Rights considerations (right to privacy).
- ICO (Information Commissioner's Office) CCTV Code of Practice.

3. Principles

The CCTV system will be used in accordance with the following principles:

- Use is necessary and proportionate.
- It is operated in a fair, lawful, and transparent manner.
- Cameras are positioned to minimise intrusion into private spaces.
- Recording is used only for legitimate purposes.
- Access to footage is strictly controlled.

4. Location of Cameras

Cameras are installed in areas where there is a clear safety or security need, such as:

- School entrances and exits.
- Corridors and communal areas.
- Car parks and external grounds.

Cameras will not be installed in areas where individuals have a reasonable expectation of privacy, such as:

- Toilets/cubicles.
- Changing rooms.
- Staff break areas (unless justified and risk-assessed).

5. Signage

Clear signage will be displayed around the school to inform individuals that CCTV is in operation. Signs will include:



- The purpose of CCTV monitoring.
- The identity of the organisation operating the system.

6. Operation of the System

- The CCTV system is monitored by authorised personnel only.
- Cameras may record continuously or be motion-activated.
- Monitoring is conducted in a professional, ethical manner.

7. Storage and Retention of Footage

- Recorded footage is stored securely.
- Access is password-protected and restricted.
- Footage is retained for a limited period (typically 30 days), unless required for investigation.
- After this period, recordings are automatically deleted.

8. Access to Footage

Access to CCTV footage is strictly limited to authorised individuals, such as:

- Headteacher.
- Designated Safeguarding Lead (DSL).
- Head of Year.
- On Call Staff.
- Site Manager.

Footage may be shared with:

- Law enforcement agencies.
- Regulatory authorities.
- Insurance companies (where appropriate).

All access requests must be logged and justified.

9. Subject Access Requests (SARs)

Individuals have the right to request access to images of themselves under data protection law.

Requests must:

- Be made in writing.
- Be responded to within the statutory timeframe.
- Be reviewed to ensure third-party privacy is protected.

- Where members of staff and/or Student(s) are present in the recording or able to be identified, the request would be refused on GDPR and privacy regulations.

10. Responsibilities

The school will appoint a responsible person (e.g., Headteacher or Data Protection Lead) to:

- Ensure compliance with this policy.
- Oversee the operation of the CCTV system.
- Handle access requests and complaints.

Staff must:

- Follow this policy at all times.
- Report any misuse or concerns.

11. Monitoring and Review

This policy will be reviewed annually or when:

- Legislation changes.
- New CCTV systems are installed.
- Issues arise regarding its use.

12. Breaches of Policy

Any misuse of the CCTV system may result in:

- Disciplinary action.
- Legal action where appropriate.

13. Complaints

Complaints regarding the use of CCTV should be directed to the Headteacher in the first instance. If unresolved, complaints may be referred to the Information Commissioner's Office.



Equality Impact Assessment

Who is the policy or process intended for?	Students	Employees	Govs/ Trustees	Volunteers	Visitors
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Status of the policy or process:	New policy or process			Existing policy or process	
	<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Analysis					
Protected Characteristic	Impact analysis			Explanation of impact analysis	
	Positive	Neutral	Negative		
Age:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Disability:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Sex:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Gender reassignment:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Race:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Religion or belief:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Sexual orientation:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Marriage or civil partnership:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Pregnancy and maternity:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Student groups (PP/SEN/CLA):	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Evaluation and decision making					
Summary of action taken:					
Final decision:					

