



St. Anne (Stanley) C of E Primary School

CCTV Policy

Rationale

At St. Anne (Stanley), we take the safety and security of every member of the school community very seriously.

At St. Anne (Stanley), we believe the CCTV cameras will provide a deterrent and help ensure the well being of the whole school community.

At St. Anne (Stanley) C of E Primary School we will adhere by the legislation and guidance on the use and storage of images.

Aims

- *To protect the school buildings and their assets*
- *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*

Implementation of Policy

1. St. Anne (Stanley) C of E Primary School will treat the system and all information, documents and recordings obtained and used as data which are protected by the Data Protection Act.
2. Cameras will be used to identify criminal activity in the event of a crime being committed or a break-in for the purpose of securing the school's property and pupils work.
3. Images secured as a result of CCTV will not be used for any commercial purpose. Images will only be released to the media for use in the investigation of a specific crime and with the written authority of the police.



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- Warning signs, as required by the Code of Practice of the Information Commissioner have been placed at all access routes to areas covered by the school CCTV.

Operation of the System at *St. Anne (Stanley) C of E Primary School*

- At St. Anne (Stanley) the Scheme will be administered and managed by the Headteacher, in accordance with the principles and objectives expressed in the policy.
- The day-to-day management will be the responsibility of both the Headteacher and the Caretaker and by St. Anne (Stanley) when the school's security alarm is armed.
- The CCTV system will be operated 24 hours each day, every day of the year.
- A light will be left on throughout the night in all classrooms that are fitted with a camera so that, in the event of a break in, the intruders can be seen.
- The Caretaker will check the system weekly (signed in the log book): checking in particular that the equipment is properly recording and that cameras are functioning.
- The Headteacher will monitor the system by referring to the log book every term.
- In the event of a theft or break-in the recorded images will be examined to find evidence of unlawful access to the school building. Viewing of recorded images by the Police must be recorded in writing in the log book. If images are found that would help in an investigation they will be 'burned' onto a CD and given to the police to be used as evidence. CDs will only be released to the police on the clear understanding that the CD remains the property of the school.
- Any CDs that have been created must be kept in the schools' safe.
- If an individual caught on camera requests to see the CCTV footage this request will be referred directly to the police for them to deal with.

Enquiries

Any enquiries about the school's CCTV system should be referred to the Headteacher and dealt with as soon as is reasonably possible.

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Complaints

Any complaints about the school's CCTV system should be addressed to the Headteacher and will be dealt with in line with the school's complaints procedure.

This policy is to be reviewed every two years.

Disability Equality Impact Assessment

This policy has been written with reference to and in consideration of the school's Disability Equality Scheme. Assessment will include consideration of issues identified by the involvement of disabled children, staff and parents and any information the school holds on disabled children, staff and parents.