



HIGHFIELD CCTV POLICY



Adoption Date: Autumn (December) 2025 Resources Committee

Review Date: Autumn 2026

Signed: C Cheng (Chair of Resources Committee)

P Singh (School Business Manager)

J Feeley (Headteacher)

Highfield Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



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Background

The purpose of this policy is to regulate the management, operation and use of the closed circuit television. (CCTV) system at our school.

The CCTV system is owned by the school. The system comprises a number of fixed and dome cameras located around the school site. All cameras are monitored from a central office and are only available to designated staff (authorised users). This code follows Data Protection Act guidelines and the Information Commissioners Office CCTV Code of Practice (2015). The Code of Practice will be subject to a bi-annual review to include consultation as appropriate with interested parties.

Objectives of the CCTV Scheme

The system has been installed by the school with the primary purpose of tracking visitors from the gates to the office during the school day. The secondary purpose is to prevent and deter crime during out of hours generally, protecting our premises and helping to ensure the safety and safeguarding of all our staff, students and visitors consistent with respect for individual privacy to:

- increase personal safety of staff, students and visitors and reduce the fear of crime
- deter those with criminal intent and protect the school buildings and their assets
- assist in the prevention and detection of crime
- assist in identifying, apprehending and prosecuting offenders
- protect members of the public and private property
- facilitate the identification of any activities/event which might warrant disciplinary proceedings being taken against staff or students and assist in providing evidence to managers and/or to a member of staff or student against whom disciplinary or other action is or is threatened to be taken.

The system will not be used:

- to provide recorded images for the world-wide-web.
- to record sound other than in accordance with the policy on covert recording.
- for any automated decision taking

Although every effort has been made to ensure maximum effectiveness of the system it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

Statement of Intent

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

Cameras will be used to monitor visitors within the school, its car park and other public areas to identify criminal activity actually occurring, anticipated, or perceived and for the purpose of securing the safety and wellbeing of the school, together with its visitors. Staff have been instructed that static cameras are not to focus on private homes, gardens and other areas of private property. Unless an immediate response to events is required, staff must not direct cameras at an individual, their property or a specific group of individuals, without authorisation being obtained, as set out in the Regulation of Investigatory Power Act 2000.



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Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Recordings will only be released to the media for use in the investigation of a specific crime and with the written authority of the police. Recordings will never be released to the media for purposes of entertainment.

The planning and design has endeavoured to ensure that the scheme 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. 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

The Scheme will be administered and managed by the Head Teacher or their nominee, in accordance with the principles and objectives expressed in the code. The day-to-day management will be the responsibility of the SLT. The CCTV controls and hardware devices will only be accessed by the Headteacher and (SBM) School Business Manager. The CCTV system will be in operation 24 hours each day, every day of the year.

Controls and Hardware

The SBM will check and confirm the efficiency of the system on a regular basis and in particular that the equipment is properly recording and that cameras are functional. Access to the CCTV controls and hardware devices will be strictly limited to the SLT. Unless an immediate response to events is required, staff must not direct cameras at an individual or a specific group of individuals.

Monitoring Procedures

Camera surveillance may be maintained at all times.

A hard drive is installed in the main school to which pictures will be continuously recorded. The recording will be stored for approx. 25 days and is automatically overwritten by the recording device (NVR)

Video CD / DVD procedures

Recordings may be viewed by the police for the prevention and detection of crime or for supervisory purposes, authorised demonstration and training.

A record will be maintained of the release of media to the police or other authorised applicants. A register will be available for this purpose. Viewing of recordings by the police must be recorded in writing and in the logbook. Requests by the police can only be actioned under the Data Protection Act.

Should a recording be required as evidence, a copy may be released to the police under the procedures described in paragraph 8.1 of this Code. Media will only be released to the police on the clear understanding that the media remains the property of the school, and both the media 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 to any other person the media or any part of the information contained thereon. On occasions when a court requires the release of an original recording this will be produced from the secure evidence store, complete in its sealed bag.

The police may require the school to retain the stored media for possible use as evidence in the future. Such media will be properly indexed and properly and securely stored until it is needed by the police.

Applications received from outside bodies (e.g. solicitors) to view or release media will be referred to the Headteacher. In these circumstances the media will normally be released where satisfactory documentary evidence is produced showing that it is required for legal proceedings, a subject access request, or in response to a court order. A fee can be charged in such circumstances: £10 for subject access requests; a sum not exceeding the cost of materials in other cases.



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Breaches of the Code (including breaches of security)

Any breach of the Code of Practice by school staff will be initially investigated by the Head Teacher, in order for the Head to take the appropriate disciplinary action. Any serious breach of the Code of Practice will be immediately investigated and an independent investigation carried out to make recommendations on how to remedy the breach. Performance monitoring, including random operating checks, may be carried out by the Site Manager. Any complaints about the school's CCTV system should be addressed to the Head Teacher. Complaints will be investigated in accordance with the School Complaints Policy.

Access by the Data Subject

The Data Protection Act provides Data Subjects (individuals to whom "personal data" relates) with a right to process data held about themselves, including those obtained by CCTV. Requests for Data Subject Access should be made to the Head Teacher via a Subject Access Request (SAR) form available from the School Business Manager.

Public information

A copy of this policy will be available on the school website.

Summary of Key Points

- This Code of Practice will be reviewed every two years.
- The CCTV system is owned and operated by the school.
- Liaison meetings may be held with the police and other bodies.
- Recording media will be used properly, indexed, stored and destroyed after appropriate use.
- Recordings may only be viewed by authorised school officers and the police.
- Media required as evidence will be properly recorded, witnessed and packaged before copies are released to the police.
- Recordings will not be made available to the media for commercial use or entertainment.
- Media will automatically be overwritten after an average of 25 days (due to the capabilities of the recording device NVR).
- Any covert surveillance or use of a covert human intelligence source being considered or planned as part of an operation must comply with the corporate policies and procedures and must be logged.
- Any breaches of this code will be investigated by the Headteacher. An independent investigation will be carried out for serious breaches.
- Breaches of the code and remedies will be reported to the Headteacher.

Monitoring

This Policy has been drawn up and written by the School Business Manager – Lead for Premises and H&S. This will be reviewed when updated legislation or guidance is issued by the DfE, Local Authority or other relevant organisation.