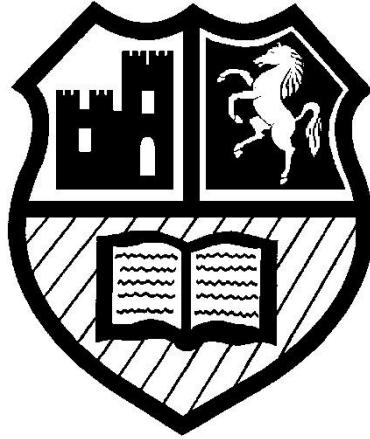


Otford Primary School



CCTV System Policy

Summer 2026

Review date: Summer 2028

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1. INTRODUCTION

The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Otford Primary School, hereafter referred to as 'the school'.

The system comprises of fourteen cameras located around and in the school augmented by security flood lighting. The CCTV incident recording system and security flood lighting are activated by motion detectors. Real time viewing of events around the school is afforded by monitors located school office and the nursery. The office monitor in conjunction with the video recorder acts as the Control Monitor for the system and provides the following viewing facilities:

- Manual switching between cameras
- Single screen simultaneous viewing of all cameras.
- Spot monitoring by a designated camera

The monitor located in the nursery only provides a single view from camera's 1, 2, 3, and 4, of the approach to the school front door. This monitor does not show any other view of the school. 5, 6, and 7 show the EYFS playground, KS1 Playground and the School Playing Field

Cameras 8, 9, and 10 are placed in the Head Teachers office, Main office and Main Reception area. Real time viewing of these cameras, is not usually shown on the monitor in the school office.

Cameras 11, 12, and 13 are placed in both classes and the lobby area within the Huttred Classes 2015 on the field. Real time viewing of these cameras, is not usually shown on the monitor in the school office.

Camera 14 is located in the front classroom in the Old School. Real time viewing of this camera is not usually shown on the monitor in the school office.

Camera 15 is located in front of the new build classroom. Real time viewing of this camera is not usually shown on the monitor in the school office.

The school's CCTV system is registered with the Information Commissioner's Office and is operated within the guidelines of the Data Protection Act.

The CCTV system is owned and operated by the school.

2. OBJECTIVES OF THE CCTV SCHEME

The objectives of the school's CCTV scheme are:

- To increase personal safety for pupils, staff, parents and visitors when entering, moving around and leaving the school.
- Lone Working.
- To enable the office/nursery to see the main school gates when open.
- To protect the school buildings and assets.
- To 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 assist in managing the school.

3. STATEMENT OF INTENT

The school's CCTV scheme is registered with the Information Commissioner under the terms of the Data Protection Act 1998 and the school will seek to comply with the requirements of the Data Protection Act and the Information 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.
- Use the CCTV system to monitor activities within the school site and its car park to secure the safety and wellbeing of pupils, staff, parents and visitors.
- Use the CCTV system to identify criminal actually occurring. Anticipated or perceived.
- Ensure that materials or knowledge secured as a result of CCTV will not be used for any commercial purposes.
- Recordings will only be released to the media for use in the investigation of a specific crime and only with the authority of the Police.
- While the CCTV scheme is designed to provide adequate effectiveness to meet the objectives set out in SECTION 2 of this policy it is however limited by the constraints of the school's budget. 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 access routes to areas covered by the school CCTV.

4. OPERATION OF THE SYSTEM

The scheme will be administered and managed by the Headteacher, in accordance with the principles and objectives expressed in the Code.

The day to day operation of the system will be the responsibility of the Site Manager who shall act, on behalf of the Headteacher, as the controller.

The CCTV system will operate 24 hours each day, every day of the year.

5. CHECKING OF THE SYSTEM

The Site Manager will check the functioning of the system on a weekly basis and in particular that the equipment is properly recording and that cameras are operating.

Access to the CCTV recording and playback facilities is strictly limited to the Site Manager, Headteacher and Senior Leadership Team.

Only personnel employed by the school's appointed CCTV maintenance contractor may undertake routine maintenance or repairs to the system.

6. MONITORING PROCEDURES

Camera surveillance will be maintained at all times.

The design of the CCTV system has no provision for undertaking covert surveillance.

7. RECORDING PROCEDURES

The CCTV video recorder only records and retains images of 'incidents'. The recording system is movement activated and therefore not capable of differentiating between the movement

of animals and trees and criminal activity when recording an incident. Images of incidents are recorded onto a hard drive and under normal circumstances the recordings are retained on the disk for approximately five weeks. During this period, incident recordings can be reviewed and if necessary copied to a CD or sent via email as a digital recording for permanent retention as evidence of criminal activity etc.

It should be noted that the period that the incident recording is retained on the video hard drive may be substantially reduced should the CCTV recording system be activated by excessive movement of trees and shrubs as a result of prolonged storm conditions.

Incident recordings may be viewed by the police for the prevention and detection of crime.

Viewing of recordings by the police, or other authorised applicants, must be entered in the register/log book. Requests by the police can only be actioned under section 29 of the Data Protection Act 1998 (please note this will need to be updated to reflect changes to legislation expected in 2018).

The the release of any incident digital recordings to the police or other authorised applicants will be verified by the Senior Leadership Team.

Should a recording be required as evidence, a digital copy may be released to the police in accordance with the following procedures:

- Each recording must be identified by a unique mark or saved in a file that is encrypted and only accessible to the Headteacher/Senior Leadership Team.
- If a CD is used to record footage, they must be new and unused.
- The controller shall register the date and time of the recording.
- A recording required for evidential purposes must either be sent via the Head teacher's email address (which will be encrypted) or sealed, witnessed, signed by the controller, dated and stored in the school safe.
- Recordings will only be released to the police on the clear understanding that the footage remains the property of the school, and both the recording and information contained on it are to be treated in accordance with this policy and the Data Protection Act 1998. The school retains the right to refuse permission for the police to pass to any other person the recording or any part of the information contained thereon.
- The police may require the school to retain the stored recordings for possible use as evidence in the future. Such recordings will be properly registered and securely stored in the school safe until they are needed by the police.
- Applications received from outside bodies (e.g. solicitors) to view or release recordings will be referred to the Headteacher. In these circumstances recordings will normally be released where satisfactory documentation is produced showing that they are required for legal proceedings, a subject access request, or in response to a Court Order. A fee can be charged in such circumstances: £25 for subject access requests; a sum not exceeding the cost of materials in other cases

8. BREACHES OF THE CODE

Any breaches of this CCTV Policy by school staff will be initially investigated by the Headteacher, in order for him/her to take the appropriate disciplinary action.

Any serious breach of the Policy will be immediately investigated and an independent investigation carried out to make recommendations on how to remedy the breach.

9. ASSESSMENT OF THE SCHEME

Regular performance monitoring of the system, including random checks, will be carried out by the Site Manager and the school's IT Technician.

The school has appointed a CCTV specialist contractor to undertake maintenance inspections to ensure the system is operating at maximum performance.

10. COMPLAINTS

Any complaints concerning the school's CCTV system should be addressed to the Head Teacher.

11. ACCESS BY THE DATA SUBJECT

The Data Protection Act provides Data Subjects (individuals to whom "personal data" relates) with a right of access to inspect data held about themselves, including that obtained by CCTV.

12. PUBLIC INFORMATION

Copies of this CCTV System Policy will be available to the public from the Headteacher.

13. SUMMARY OF KEY POINTS

- This CCTV System Policy will be reviewed bi annually
- The CCTV system is owned and operated by the school.
- Any recordings must be used properly, stored securely and destroyed after appropriate use.
- Recordings may only be viewed by authorised school staff and the police. Viewing by any other persons, (e.g. parents and members of the public etc.) will at the discretion of the Headteacher (or in his/her absence by the Deputy Headteacher).
- CD Recordings required as evidence will be properly registered, witnessed and packaged before copies are released to the police.
- Recordings will not be made available to the media for commercial or entertainment purposes.
- CD Recordings that are no longer required to be retained are to be destroyed by shredding. Files will be deleted in the same way.
- Any breaches of this Policy will be investigated by the Headteacher. An independent investigation will be carried out for serious breaches.

- Breaches of this Policy will be reported to the Headteacher.

14. PROFORMA OF CCTV REGISTER/LOG BOOK

OTFORD PRIMARY SCHOOL CCTV REGISTER/LOG BOOK

Recording Number	Date & Time of Incident	Name of authorized person viewing recording and date	Date of recording	Name of authorized person recording released to and date	Date of destruction of digital destruction
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