

Hylton Castle Primary School

CCTV Policy

Link governors: Eileen Cassley and Alison Atkinson

Policy written by: Elaine Armstrong

Last reviewed by governors: November 2018

Date ratified by governors:

Date of next review: November 2020 or sooner if appropriate

1. Definitions

- "the school" – Hylton Castle Primary School
- "Data Controller"- The school's Data Controller for CCTV is Advantex
- "Site Manager"- The school's Site Manager is Stuart Bell
- "CCTV Operator"- Employees of the school with the skills and permission to operate the CCTV and retrieve footage

2. Introduction

The purpose of this policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at the school. The system comprises of 23 static cameras located around the school site. All cameras can be monitored from the Designated Safeguarding Lead's laptop.

This Code follows Data Protection Act guidelines. The CCTV system and data is owned by the School.

3. Objectives of the CCTV system

- To protect the school buildings and assets of the school.
- 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 managing the school.

4. Statement of intent

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 & GDPR compliance.

The school will treat the system and all information, documents and recordings obtained and used, as data which are protected by the Data Protection Act.

The system installed is compliant with the Data Protection Act, Human Rights Act and Regulatory Investigation Powers Act.

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 wellbeing of the school and its staff, students and visitors.

External cameras are focussed on the school buildings and around the main entrance. Internal cameras are located in corridors and in areas of the school that have been identified to require CCTV.

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, devices will be encrypted. 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.

Warning signs, as required under the Data Protection Act, have been placed at key points around the building and on the external gates.

Inclusion Statement

At Hylton Castle Primary School, we are committed to offering an inclusive curriculum to ensure the best possible progress for all of our pupils whatever their needs or abilities.

Pupils have Special Educational Needs if they have a learning difficulty which calls for special educational provision to be made for them. Pupils with a disability have special educational needs if they have any difficulty in accessing education and if they need any special educational provision to be made for them, which is anything that is additional to or different from what is normally available in schools in the area.

At Hylton Castle Primary School we undertake the duties, including in relation to **this policy**:

- Not to treat disabled pupils less favourably for a reason which relates to their disability
- To take reasonable steps to avoid putting disabled pupils at a substantial disadvantage
- To do our best by all disabled members of our school community in relation to the requirements of this particular policy

Equality & Diversity Statement

Hylton Castle Primary School fully recognises its duty to comply with equality and diversity legislation, and its Gender Equality Scheme sets out the school's aims in relation to equality and what it will do to ensure that equality is fully embedded in practice. The school fully acknowledges its responsibilities in terms of equality issues in relation to gender, age, race, disability, religion or belief, sexual orientation and gender reassignment, including in relation to **this policy**.

Hylton Castle Primary School is firmly committed to equality and diversity, and when carrying out our functions, we shall have due regard to the need: to eliminate unlawful discrimination and harassment; to promote equality of opportunity between men and women.

This Policy should be read in conjunction with the School's :

- **Safeguarding Policy**
- **Behaviour Policy**
- **Equality, Diversion and Community Cohesion Policy**
- **Inclusion Policy**