



Scholes (Holmfirth) Junior and Infant School

CCTV Policy

Approved by:	Date Approved:	Due for review no later than:
Governors	October 2022	October 2025

INTRODUCTION

1.1 The purpose of this Policy is to regulate the management, operation and use of the Closed Circuit Television (CCTV) system at Scholes Junior & Infant School. A camera is used to view individuals who visit the school building using the main entrance. This camera allows us 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 staff, students and visitors.

1.2 We do not currently record any images via our CCTV system. If the school decides to change its system to a full CCTV monitoring and recording system. This will only be installed in or on school property when this has been reviewed and approved by the school governing body.

1.3 The system comprises of 1 fixed Pan camera located inside the main entrance of the school building. This camera is monitored by appropriate personnel.

1.4 The schools use of CCTV complies with the requirements of the Data Protection and, where applicable, the Regulation of Investigatory Powers Act 2000.

1.5 This policy document will be subject to review every 2 years to include consultation as appropriate with interested parties.

1.6 The CCTV system is owned by the school.

1.7 Independently installed and operated CCTV systems by staff/students will not be permitted on any school property and where found actions will be taken to close these systems down.

OBJECTIVES OF THE CCTV POLICY

2.1 The objectives of the CCTV Policy are to:

(a) Protect school property.

(b) To manage and monitor access to the school building.

OPERATION OF THE CCTV SYSTEM

3.1 Management of the system

3.1.1 The CCTV operating system will be administered and managed by the School Office in accordance with the principles and objectives expressed in the school policy document.

3.1.2 The day-to-day management will be the responsibility of both the School Office and Head Teacher during the working week, outside normal hours and at weekends.

3.1.3 The camera is monitored on the school property.

3.1.4 The CCTV system will be operated 24 hours a day, 365 days of the year.

3.1.5 Warning signs, as required by the Code of Practice of the Information Commissioner, will be placed at all access routes to areas covered by the school's CCTV cameras.

3.1.6 Liaison meetings may be held with all bodies involved in the support of the system.

3.2. System control - Monitoring procedures:

On a daily basis a member of the School Office, will check and confirm the efficiency of the system, ensuring that:

- the camera is functional

3.2.2 Access to the CCTV System will be strictly limited to the School Office and specific authorised persons. Unauthorised persons are not permitted to view live footage.

3.2.3 Unless an immediate response to events is required, cameras must not re-directed without an authorisation being obtained from Head Teacher, as set out in the Regulation of Investigatory Power Act 2000.

4. BREACHES OF THE POLICY (INCLUDING BREACHES OF SECURITY)

4.1 Any breach of the Policy will be investigated by the Head Teacher or their nominated deputy, in order for him/her to initiate the appropriate disciplinary action.

4.2 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.

5. ASSESSMENT OF THE SCHEME

5.1 Performance monitoring, including random operating checks, may be carried out by the Head Teacher or his/her nominated deputy.

6. COMPLAINTS

6.1 Any complaints about the school's CCTV system should be addressed to the School Office, Wadman Road, Holmfirth HD9 1SZ .

6.2 Complaints will be investigated in accordance with Section 4 of this policy.