



Archdiocese of
Birmingham

St Thomas More Catholic Academy



CCTV Policy

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Member of Staff Responsible:	Jen Doig
SLT: Headteacher:	Jen Doig Mark Rayner
Chair of the Academy Representatives: Nominated Academy Representative:	Carole Knight
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All Saints Catholic Collegiate

In accordance with our Mission statement, at St Thomas More we strive to secure a shared vision for all associated with our school community. Fundamentally, we aspire to maintain a safe, happy and caring environment where *'excellent relationships between pupils, staff parents/ carers, support a caring community.'*

St Thomas More Catholic Academy Mission Statement

Christ is at the heart of our community, where everyone is known and loved.

In fulfilling our mission we will:

become a genuine school of prayer; live as a community of love, peace and reconciliation; value everyone's dignity as a true child of God and promote the growth and achievement of the whole person.

All Saints Catholic Collegiate Mission Statement

Our Academy ensures that Christ is at the centre of all that we do and that every member of our community is known, loved and respected.

Through the Gospel Values of love, reconciliation, justice and peace we recognise everyone as a Child of God.

We work together so that our pupils are supported to serve others and achieve their full potential in a caring, safe and secure environment.

United in Faith, Love and Learning

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CCTV POLICY

Introduction

The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at St Thomas More Catholic Academy. The system comprises a number of fixed and dome cameras located within and around the school buildings. All cameras are controlled from the Business Managers and Student Support Offices and the system can only be accessed by nominated staff. The school owns the internal CCTV system.

The Policy will be subject to review by the Academy Representatives, to include consultation as appropriate with interested parties.

CCTV Systems

1. Data Controller of the Scheme – M Rayner, Headteacher, St Thomas More Catholic Academy, Longton Hall Road, Longton, Stoke on Trent ST3 2NJ.
2. The Governing Body of St Thomas More Catholic Academy considers that the CCTV Scheme can contribute to security and the health and safety of pupils, staff and visitors.
3. The Headteacher and Academy Representatives at the school have considered the need for using a CCTV system and have decided that it is required for the prevention of crime and for protecting the safety of students, staff and visitors to the site. It will not be used for any other purpose.
4. The general management of CCTV at St Thomas More Catholic Academy is currently vested with the Business Manager.
5. The day to day management and operation of the CCTV system is the responsibility of the Site Staff, Student Support Officers and Reception Staff.

The principal purposes of St Thomas More Catholic Academy's use of CCTV:

- To increase personal safety of students, staff and visitors and reduce the fear of crime
- To protect the school buildings and their assets
- To protect members of the public and private property
- To improve security and to detect persons who are not authorised to be on the premises
- To support Police in a bid to deter and detect crime
- To assist in identifying, apprehending and potentially prosecuting offenders
- To identify individuals engaged in improper conduct.

Statement of Intent

This policy has been drafted in accordance with the CCTV Code of Practice (July 2014) and the Surveillance Camera Code of Practice (June 2013). St Thomas More Catholic Academy is registered as a Data Controller with the Information Commissioner's Office in accordance with the Data Protection Act 1998. This Policy follows the Data Protection Act guidelines. The school will treat the system and all information, documents and recordings obtained and used as data protected by the Act.

Cameras will be used to monitor activities within the school and the grounds to identify adverse activity actually occurring, anticipated or perceived, and for the purpose of securing the safety and well-being of the school's students and staff, together with its visitors.

Static cameras are positioned to ensure they do not focus on private homes, gardens and other areas of private property. At no time will a camera be directed to follow or track an individual.

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

The planning and design has endeavoured to ensure that the CCTV Scheme will give maximum effectiveness and efficiency within available means, 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's CCTV system.

Siting of Cameras

1. The location of CCTV cameras is based upon a variety of information including security, health and safety and safeguarding.
2. All such CCTV equipment installed in school will only be sited in such a way that it only monitors those spaces that are intended to be covered by the equipment.
3. If domestic areas such as windows or areas not intended to be covered by the scheme border those spaces which are intended to be covered by the equipment, then the school shall blank these spaces so that the images will not be recorded.
4. The employees and students will be made aware of the purpose(s) for which the scheme has been established and notices to this effect will be displayed in the school reception area and at the entrance to the Reconciliation Centre. Parents will be informed through the school website.
5. The operators will only use the equipment in order to achieve the purpose(s) for which it has been installed.
6. Cameras that are adjustable by the operators will not be adjusted or manipulated by them to overlook spaces which are not intended to be covered by the scheme, other than as described in 7 below.
7. If it is not possible physically to restrict the equipment to avoid recording images from those spaces not intended to be covered by the scheme, then operators will be trained in recognising the privacy implications of such spaces being covered.
8. Signs, of no less than the minimum standard, will be placed so that the public are aware that they are entering a zone that is covered by CCTV.
9. Internal cameras are located in general circulation areas.

Operation of the System

The CCTV system will be administered and managed by the Business Manager, in accordance with the CCTV Code of Practice. The day-to-day management will be the delegated responsibility of the Site Staff, Student Support Officers and Reception Staff.

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

Use of Audio

The CCTV Code of Practice, states that the use of audio can be justified in limited circumstances and that operators should not listen in. The CCTV system installed in school records visual images only and is not an audio system.

Access to Recorded Images

Access to the recorded images is restricted to designated members of staff some of whom will also have the authority to decide whether to allow requests for access from other individuals. See **Appendix A** for details.

Viewing of the recorded images should take place in a restricted area, for example, in the Business Manager or Student Support Office. Other employees, other than those involved in any investigation, will not be allowed to have access to that area when a viewing is taking place.

A record should be kept of occasions where CCTV images are viewed and should be recorded appropriately. See **Appendix B**.

All operators and employees with access to images should be aware of the procedure that needs to be followed when accessing the recorded images.

All operators should be trained in their responsibilities under the Code of Practice, i.e. they should be aware of:

- The user's security policy e.g. procedures to have access to recorded images;
- The user's disclosure policy

There are three CCTV viewing systems in the school; in the Business Manager's office, in the KS3 Hub and on Reception. All are password protected and only authorised staff have passwords to gain access to recorded images.

Access to Live Images

Monitors displaying images from areas in which individuals would have an expectation of privacy should not be viewed or be capable of being viewed by anyone other than authorised persons.

Viewing of live images should only be carried out when there is a suspicion that improper conduct may be carried out at a particular time.

The privacy of staff and students going about their normal legitimate business must be respected at all times.

Quality of Images and Storage of Recorded Material

1. Upon installation an initial check will be undertaken to ensure that the equipment performs properly. Regular checks will be made thereafter to ensure that the system is operating properly.
2. Images are retained on a hard disc drive for a period of approximately 14 calendar days. Actual retention times will depend on the volume of activity. Copies can be made for investigation purposes.
3. Checks will be made to ensure the accuracy of any features such as the location of the camera and/or date and time reference. Where the time/date etc are found to be out of sync with the current time/date, the operators will take such remedial action as is continued in the operations manual to correct the error. RM Technicians will provide support where the accuracy is linked to RM functions.
4. Cameras will only be situated so that they will capture images relevant to the purpose for which the scheme has been established.
5. When installing cameras, consideration will be given to the physical conditions in which the cameras are located.
6. Cameras will be properly maintained and serviced to ensure that clear images are recorded. Servicing will be carried out at least annually.

7. Where required, cameras should be protected from vandalism in order to ensure that they remain in working order.
8. A maintenance log will be kept.
9. The school's Site Staff will be:
 - Responsible for making arrangements for ensuring that a damaged camera is fixed
 - Ensuring that the camera is fixed within a specific time period
 - Monitoring the quality of the maintenance work
10. Once the retention period has expired, the images will be removed or erased.
11. Images that are to be retained for evidential purposes will be retained in a secure place to which access is controlled.

Access to and disclosure of images to third parties

1. Access to recorded images will be restricted to those persons who need to have access in order to achieve the purpose(s) of using the equipment.
2. All access to the medium on which the images are recorded should be documented.
3. Disclosure of the recorded images to third parties should only be made in limited and prescribed circumstances. Subject to paragraph 1 above, in disclosure will be limited to the following classes of persons/agencies.
 - Law enforcement agencies, where the images recorded would assist in a specific enquiry;
 - Highways authorities in respect of traffic management matters;
 - Law enforcement agencies where the images would assist a specific criminal enquiry;
 - Prosecution Agencies;
 - Relevant legal representatives
4. All requests for access or for disclosure should be recorded, if access or disclosure is denied, the reason should be documented.
5. If access to or disclosure of the images is allowed, then the following will be documented. (**Appendix C**)
 - The date and time at which access was allowed or the date on which disclosure was made
 - The identification of any third party who was allowed access or to whom disclosure was made
 - The reason for allowing access or disclosure
 - Location of the images
 - Any crime incident number to which images may be relevant
 - Signature of person authorised to collect the medium – where appropriate.
6. Recorded images will not be made more widely available – for example they should not be routinely made available to the media or placed on the Internet.
7. If it is intended that images will be made more widely available, that decision should be made by the Headteacher and the reason for that decision should be documented.
8. Images will not be disclosed to the media. Where images are disclosed for authorised reasons (other than to the media or in the circumstances as outlined above), the images of individuals will need to be disguised or blurred so that they are not readily identifiable.

Maintenance

The CCTV systems in school are maintained by VPS Solutions Ltd.

Breaches of the policy (including breaches of security)

The Headteacher, or senior leader acting on his behalf, will initially investigate any breach of the CCTV policy by school staff. Any serious breach of the policy will be subject to disciplinary procedures.

Access by Data Subject

The Data Protection Act provides Data Subjects (individuals to whom "personal data" relate) with a right to data held about them, including those obtained by CCTV. Requests for Data Subject Access should be made through the Business Manager.

In accordance with Section 7 of the Data Protection Act 1998 (Subject Access), an individual who believes that their image has been captured by this scheme is entitled to make a written request to the Data Controller. Upon payment of the current fee*, and the supply of essential information, a systems search will be conducted and subject to certain conditions, the individual will be allowed access to the personal data held (The current maximum fee is £10.00 and may be reviewed)

All subject access requests should be referred in the first instance to the Business Manager who will liaise with the Headteacher and Site Manager.

All staff involved in operating the equipment must be able to recognise a request for access to recorded images by data subjects and how such requests are to be dealt with.

Data subjects should be provided with a standard subject access request form, a copy of this form is attached (**Appendix D**).

The above form will also enquire whether the individual would be satisfied with merely viewing the images recorded. The form will also indicate that the response will be provided promptly and in any event within 40 days of receiving.

Individuals, at the time of any subject access request, will be given a description of the type of images recorded and retained and the purpose for which the recording and retention takes place. They should be informed of their rights as provided by the 1998 Act.

Prior to any authorised disclosure, the Headteacher will need to determine whether the images of another "third party" individual features in the personal data being applied for and whether these third party images are held under a duty of confidence.

If third party images are not to be disclosed the third party images will be disguised or blurred.

If the Headteacher decides that a subject access request from an individual is not to be complied with, the following should be documented:

- The identity of the individual making the request
- The date of the request
- The reason for refusing to supply the images requested
- The name and signature of the person making the decision

Complaints

Any complaints about the schools' CCTV system should be addressed to the Headteacher.

Staff authorised to operate CCTV System

The Business Manager, Site Staff, Student Support Officers and Reception Staff are the only staff who have permission to operate the CCTV system.

Staff authorised to view CCTV footage / still images

Members of SLT, HoY, HoKS, and those authorised to operate the system (listed above) are the only members of staff permitted to view CCTV footage or still pictures. Persons not named above must seek authorisation from a member of SLT. This includes all members of staff and police officers. The Police are able to use footage for evidence following an incident providing prior permission has been agreed with a member of SLT.

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C.C.T.V. - Recording of Viewing by Authorised School Staff

Date and Time Image Viewed:

Date	Time

Name of Persons Viewing the Image:

Name	Role

Reason for the viewing:

Outcome, if any, of the viewing:

St Thomas More Catholic Academy

C.C.T.V. - Recording of Viewing by Third Party (e.g. Police)

Date and Time Access Allowed:

Date		Time	
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Identification of any third party who was allowed access:

Names of school staff present:

Reason for allowing access:

Crime incident number if applicable:

Location of the images:

Signature of the person authorised to collect the medium – where appropriate:

Date and time copy created for evidential purposes:

Date		Time	
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C.C.T.V. – Form to Request Access to CCTV Images – Fee £10.00

Name: _____

Address: _____

Telephone Number: _____

Date of Birth: _____

Date image recorded: _____

Time image recorded: _____

To carry out a search for the images, a fee of £10.00 will be charged.

Please complete the above form and attached a cheque for £10.00 made payable to All Saints Catholic Collegiate.

The Headteacher will consider the request and respond within 28 days.

Location of Cameras

External	Type	Direction
Main Gates	Fixed	Towards main gate
Pedestrian Gate	Fixed	Towards pedestrian gate
Bike Stand	Fixed	Corner of music block towards pedestrian gate
Main Entrance	Fixed	Along front of building access doors
Staff Car Park	Fixed	Towards AWP and bike stand
Music Entrance	Fixed	Towards music block entrance and covered RE walkway
Sports Entrance Area	Fixed	Corner of maths block facing D&T block (rooms 37,38,39)
Skip Area	Fixed	Facing back of D&T block & Sports Hall
Chapel Area	Fixed	Facing Chapel yard area towards Angel's Walkway
Recon Area	Fixed	Facing Reconciliation entrance yard area towards Angel's Walkway
Gym Area	Fixed	Towards PE entrance and Maths block entrance
Angel's Walkway	Fixed	Facing AW towards Maths block entrance
New Science Block	Fixed	End of science block towards back corner of Yard
Rear Facing	Fixed	Facing grass area at end of science block towards fence
Woodwork side	Fixed	Looking down D&T towards AWP
Main Yard	Fixed	Facing main Yard towards sports hall
Science Middle Entrance	Fixed	Facing lower yard area towards Geography block
Kitchen Gates	Fixed	Facing double vehicle gates from staff car park to behind school.
Rear Kitchen	Fixed	Facing small yard area between D&T block and kitchen
Rear Sports Hall	Fixed	Facing back of sports hall towards tennis courts
Side Sports Hall	Fixed	Facing side of sports hall towards sports fields
Toilet Block	Fixed	External camera facing toilet block entrance (no privacy block required as only captures entrance doors to toilet block)
Internal	Type	Direction
Ground Floor		
Reception	Fixed	Towards main entrance doors
Student Entrance	Fixed	Within student entrance foyer
Reception Stairs	Fixed	Bottom of English stairwell facing entrance to inner lobby
Staff Room Corridor	Fixed	Facing staff room towards admin block
Rear Stairs Ground Floor	Fixed	Facing exit to PE block
Main Stairs Ground Floor	Fixed	Towards exit of main block onto Angel's Walkway
Ground Floor Rear Entrance	Fixed	Towards exit at end of maths block
History Ground Floor	Fixed	Facing rooms 44 & 43
Lifts Ground Floor	Fixed	Facing lift door towards staff room

New Science Corridor	Fixed	Looking down new science corridor towards rooms 24 & 25
Chapel Stairs	Fixed	Facing up stairwell from RE to 6 th Form
New Science Entrance	Fixed	Towards new science entrance door and lobby area
Reconciliation Corridor	Fixed	Facing entrances to reconciliation towards new science
Chapel Foyer	Fixed	Facing entrance doors towards Chapel
Dining Room Foyer	Fixed	Overlooking lobby and facing dining room entrance doors
Dining Hall	Fixed	Overlooking dining room and facing towards hot serving area
Lower Dining Hall	Fixed	Above student entrance door, facing Auditorium doors
Dining Hall Entrance	Fixed	Overlooking hall from above internal entrance doors
Hot Serving Counter	Fixed	Overlooking hot serving area
Cold Serving Counter	Fixed	Overlooking cold serving area
First Floor		
Library	Fixed	Towards lower seating area at front of school
Maths Corridor First Floor	Fixed	Towards rooms 45-48
Maths First Floor	Fixed	Facing rooms 46 & 48
Central Stairs First Floor	Fixed	Looking up and down stairwell
Main Landing to 6 th Form	Fixed	Towards 6 th Form entrance and English
English Corridor	Fixed	Facing E7, top of stairwell and corridor
Rear 6 th Form	Fixed	Facing entrance from stairwell towards 6 th Form study area
6 th Form Rear Stairs	Fixed	Facing entrance to MFL Form from emergency exit stairwell and down to 6 th Form entrance
Second Floor		
Maths Second Floor	Fixed	Towards rooms 57 & 55
Second floor Maths Corridor	Fixed	Top of stairs facing towards rooms 54-57
IT Stairs	Fixed	Facing up and down IT stairwell

New camera additions March 2018