



Archdiocese of
Birmingham

St Thomas More

Catholic Academy

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Catholic Academy
FAITH | EXCELLENCE | RESPECT

CCTV Policy

Date of Policy:	May 2023
Member of Staff Responsible:	Mrs N Byrne
SLT: Headteacher:	Mark Rayner
Chair of the Academy Representatives: Nominated Academy Representative:	Rob Ffello
Date of Policy Review (new locations)	March 2018 March 2023
Date of Policy Review:	May 2024

Publish:	Internal
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Mission Statement

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.

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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 Senior Operations Manager 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 Senior Operations Manager.
5. The day to day management and operation of the CCTV system is the responsibility of the Senior Operations Manager, 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 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 2018. 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 both visitor and student entrances of the school.

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 Senior Operations Manager, in accordance with the CCTV Code of Practice. The day-to-day management will be the delegated responsibility of the Senior Operations Manager, 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 Senior Operations 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.

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 Student Support offices Year 9 and year 11 and on Reception. There is also remote access for Senior Operations Manager. 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. School Network Manager will support where required.
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. 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
3. All requests for access or for disclosure should be recorded, if access or disclosure is denied, the reason should be documented.
4. If access to or disclosure of the images is allowed, then the following will be documented. (**Appendix B**)
 - 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.
5. 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.
6. 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.
7. 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 Senior Operations Manager.

In accordance with Section 7 of the Data Protection Act 2018 (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 Senior Operations Manager who will liaise with the Headteacher.

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 C***).

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 2018 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 and a copy of the schools complaint policy can be found on the school website.

Staff authorised to operate CCTV System

The Senior Operations Manager, Senior Leadership Team, Head of Years, Pastoral team and Reception Staff are the only staff who have permission to operate the CCTV system.

Staff authorised to view CCTV footage / still images

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.

Appendix B

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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Appendix C

St Thomas More Catholic Academy

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

Number on Map	External	Type	Direction
1	Main Vehicle Gates	Fixed	Towards main gate
2	Pedestrian Gate	Fixed	Towards pedestrian gate
3	School House Rear	Fixed	Overlooking path to back entrance of the House towards car park
4	Front of Music Block	Fixed	Corner of music block towards pedestrian gate
5	Music Entrance	Fixed	Towards music block entrance and covered RE walkway
6	Chapel Entrance	Fixed	Facing Chapel yard area towards Angel's Walkway
7	Toilet Block	Fixed	External camera facing toilet block entrance (<i>no privacy block required as only captures entrance doors to toilet block</i>)
8	Amphitheatre	Fixed	Overlooking Amphitheatre towards Savio Centre
9	Angels Walkway	Fixed	Facing AW towards Maths block entrance
10	Angels Walkway Topside	Fixed	Facing Old Science Block and Recon Block
11	Recon Entrance	Fixed	Facing Reconciliation entrance yard area towards Angel's Walkway
12	Gym Area	Fixed	Towards PE entrance and Maths block entrance
13	Science Middle Entrance	Fixed	Facing lower yard area towards Geography block
14	New Science Rear Fencing	Fixed	Facing grass area at end of science block towards fence
15	New Science Block Top Exit	Fixed	End of science block towards back corner of Yard
16	Main Yard	Fixed	Facing main Yard towards sports hall
17	Side Sports Hall Main Yard	Fixed	Facing side of sports hall towards sports fields
18	Rear Sports Hall facing Tennis	Fixed	Facing back of sports hall towards tennis courts
19	Sports Hall Storage Area External	Fixed	Facing back of D&T block & Sports Hall
20	Sports Entrance Area	Fixed	Corner of maths block facing D&T block (rooms 162,165,167)
21	3G from Woodwork	Fixed	Facing 3G Pitch Directly across from the D&T Workshop
22	Woodwork & 3G	Fixed	Looking down D&T towards 3G Pitch
23	3G Car Park Entrance Gates	Fixed	Facing double vehicle gates from staff car park to behind school.
24	Hatch External	Fixed	Facing small yard area between D&T block and kitchen
25	3G Pedestrian Gate	Fixed	Facing 3G Entrance Gate and Car Park
26	Staff Car Park	Fixed	Towards 3G Pitch and bike stand
27	Main Entrance	Fixed	Along front of building access doors

Number on Map	Ground Floor - Internal	Type	Direction
28	School House Entrance	Fixed	Facing towards Back door Of House
29	Music Corridor	Fixed	Facing Music Office and Rooms 131 & 130
30	R.E Corridor	Fixed	Facing Rooms 120 & 121
31	Chapel Stairs	Fixed	Facing up stairwell from RE to 6 th Form
32	Chapel Foyer	Fixed	Facing entrance doors towards Chapel
33	Old Science Corridor	Fixed	Facing Old Science Corridor towards rooms 116 and 117
34	Recon Corridor	Fixed	Facing entrances to reconciliation towards new science
35	New Science Entrance Corridor	Fixed	Towards new science entrance door and lobby area
36	New Science Classroom Corridor	Fixed	Looking down new science corridor towards rooms 103 & 104
37	P.E Corridor	Fixed	Facing towards Gym Internal Entrance
38	Rear Stairs Ground Floor	Fixed	Facing exit to PE block
39	Rear Entrance Ground Floor	Fixed	Towards exit at end of maths block
40	Maths Ground Floor	Fixed	Facing rooms 141&143
41	Lift Ground Floor	Fixed	Facing lift door towards staff room
42	Main Stairs Ground Floor	Fixed	Towards exit of main block onto Angel's Walkway
43	Staff Room Corridor	Fixed	Facing staff room towards admin block
44	English Stairs	Fixed	Bottom of English stairwell facing entrance to inner lobby
45	Dining Hall Entrance	Fixed	Above student entrance door, facing Auditorium doors
46	Cold Serving Counter	Fixed	Overlooking cold serving area
47	Hot Serving Counter	Fixed	Overlooking hot serving area
48	Dining Hall	Fixed	Overlooking dining room and facing towards hot serving area
49	Dining Hall Entrance	Fixed	Overlooking hall from above internal entrance doors
50	Student Services	Fixed	Overlooking lobby and facing dining room entrance doors
51	SLT Corridor	Fixed	Facing Offices towards Admin Kitchen Area
52	Auditorium Front	Fixed	Facing towards the Tiered Seating
53	Auditorium Rear	Fixed	Facing towards Screen and Projectors
54	Admin Kitchen	Fixed	Facing Admin Kitchen and Boardroom
55	Visitor Waiting	Fixed	Facing Visitor Waiting Area
56	Student Entrance	Fixed	Within student entrance foyer
57	Reception Foyer	Fixed	Towards main entrance doors
First Floor			
58	Library	Fixed	Towards lower seating area at front of school
59	Library Breakout	Fixed	Facing Library Book Check in Desk.

60	Sixth Form Rear Stairs Area	Fixed	Facing entrance to MFL Form from emergency exit stairwell and down to 6 th Form entrance
61	Sixth Form Rear	Fixed	Facing entrance from stairwell towards 6 th Form study area
62	Main Landing to 6 th Form	Fixed	Towards 6 th Form entrance and English
63	English Corridor	Fixed	Facing room 247, top of stairwell and corridor
64	IT Stairs First Floor	Fixed	Cover IT Suite Back Stairs and entrance from English Corridor
65	Middle Stairs First Floor	Fixed	Looking up and down stairwell
66	Lift Area First Floor	Fixed	1st Floor Lift Area & SSO Year 11 Office
67	English Classroom First Floor	Fixed	Facing rooms 241 & 243
68	Rear Stairs First Floor	Fixed	End corridor stairs
69	English Corridor First Floor	Fixed	End corridor Towards rooms 240 - 243
Second Floor			
70	History Corridor	Fixed	Facing Rooms 323 & 324
71	IT Suite Stairs	Fixed	Facing up and down IT stairwell
72	Middle Stairs Second Floor	Fixed	Central Stairs Top Floor
73	Lift Area Second Floor	Fixed	Top Floor Lift Area
74	Maths Classroom Second Floor	Fixed	Towards rooms 341 & 343
75	Rear Stairs Second Floor	Fixed	End corridor stairwell and landing
76	Maths Corridor Second Floor	Fixed	End corridor facing towards rooms 340-343

New camera additions March 2018

New Camera additions April 2020

New Camera Additions April 2023