



Saint Joseph's
CATHOLIC SCHOOL

CCTV Policy

Version 1.3 June 2021

ST JOSEPH'S CATHOLIC SCHOOL
CHURCH ROAD
LAVERSTOCK
SALISBURY
SP1 1QY

Success Criteria:

Providing a safe environment for all pupils, staff, and visitors and to prevent criminal activity on the school premises.

Context/Aim:

This document sets out the appropriate actions and procedures, which must be followed to comply with the Data protection Act in respect of the use of CCTV (close circuit television) surveillance systems managed by St Joseph's Catholic School in support of the above.

Monitoring Procedures:

By Whom: Governors' Finance & Premises Committee	When: Annually	How: Reports to the Governors' Finance & Premises Committee
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Evaluation:

By Whom: Bursar and the Governors' F&P Committee	When: Annually	How: Bursar to provide reports to F&P committee
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Revision History:

Version	Approved	Review Date	Additional notes
V 1.3	June 2021		
V 1.2	June 2019	June 2021	GDPR compliant
V 1.1	November 2016	November 2017	-
V 1.0	October 2014	December 2016	Re-write

Key Personnel:

Bursar	To ensure policy is adhered to and staff are trained accordingly
Network manager	To manage technical aspects of CCTV system with assistance from Premier Fire & Security

Vision Statement:

St Joseph's is a co-educational, 11-16 Catholic voluntary-aided school in the diocese of Clifton and the county of Wiltshire. Our aim is to provide a caring educational environment where each person is valued and is given the dignity due to a child of God.

At the heart of our school is the Christian vision of the human person. We want each member of our community to grow as an individual witness to the gospel values of love, truth and justice. We want each pupil to be healthy in mind, body and spirit.

Each member of our community should feel safe and secure in the learning environment. We aim to develop a sense of self-discipline and responsibility in our pupils. Everyone in our community should show respect for themselves, respect for others and respect for the environment.

We believe that each pupil should have the opportunity to enjoy and achieve to their full potential. We are committed to praising and celebrating achievement. We want our pupils to have high expectations of themselves to understand the value of service to others and our responsibility as stewards of the environment. Everyone has a contribution to make in helping to build the common good. We aim to equip our pupils with the ability to make good choices in their lives based on the positive relationships and values they have learned in St Joseph's.

We aim to help each of our pupils to develop morally and spiritually. We want them to achieve economic well-being while being mindful of the needs of others who are less fortunate.

We are committed to aspiring for excellence in all that we do for the sake of the Gospel.

Head teacher

National Policies and guidance/courses referred to and incorporated into SJCS Policy:	
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Document/Course Title:	Document/Course Date:
CCTV Code of Practice – ICO 2208	

Other SJCS Policies that relate to this Policy:
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Data Protection Policy

CCTV Policy

Statement

The CCTV system includes 22 static and remotely operated cameras and is used for the purpose of:

- The prevention, detection and investigation of criminal activity;
- Security of the premises;
- Preventing loss or damage to school property;
- Providing a safe and secure environment for pupils, staff and visitors.

The CCTV system is registered with the Information Commissioner. The school has a register of all cameras and their location.

Responsible Persons:

The system is installed and maintained by Premier Fire and Security. Schoolcare (IT providers) have been appointed to oversee the system.

The bursar is responsible for overseeing the policy and procedures together with the Finance & Premises committee.

Viewing and recording of images:

- Signs are displayed to notify all users that CCTV is in operation.
- CCTV is available on computers in the following areas:
Bursar's office, IT support office, site manager's office, senior leaders' office and SLT offices.
- The images that are recorded are held in a secure location and can only be accessed by those who are authorised to do so (SLT folder) Once investigations are complete, the file is deleted after a maximum of one year
- Recordings are disposed of on an annual basis or when the policy is reviewed by the bursar(biennially)
- Digital media is used to record images.
- The system has been set up to provide good quality images.

- Every camera records simultaneously and the images are stored for a minimum period of 30 days. After that time all images are erased apart from any which relate to an incident subject to an on-going investigation.
- A record is kept of all images viewed/recorded in SLT/CCTV folder
- Routine checks are made by schoolcare to ensure that the system is operating in accordance with the terms of this policy, and that information relating to the recordings (date, time etc.) are accurate; these details are entered into the CCTV

Download and Maintenance Log Book

Use and disclosure of images:

Viewing and access to images is strictly controlled and limited to the following staff:

- Schoolcare staff onsite
- SLT
- Heads of House (supervised)
- Site manager

Procedures for managing the saved data is detailed in the **CCTV use and disclosure of images protocol** – staff are trained to understand the administrative regime to control the use of the images.

Access by individuals:

The school recognises the rights of staff, students and visitors to the school to make a subject access request for details of personal data held, in line with the Data Protection Act a 2018. Permission will only be granted subject to obtaining consent from any other individuals present in the footage:

- Applications should preferably be made in writing to the bursar.
- A response must be provided within 1 month

Access by the Police:

- The request must be in written form (form provided), specifying date and time (as far as possible) of the image:

Appendices

- Appendix 1: CCTV camera register
- Appendix 2: Use & Disclosure of Images Protocol
- Appendix 3: Register of CCTV Footage incidents & reviews

APPENDIX 1: REGISTER OF CCTV CAMERAS

Areas on the school campus covered by installed surveillance CCTV, whether active or not. (At least this should include all outside areas on the school grounds, all entrances, all internal communal areas and all teaching units, individually stated where possible. Total number of possible operative cameras should be included.)

CAMERA AREA	No.		CAMERA AREA	No.
Corridor by garden area	1		Pastoral corridor	17
Inside back door	2		First Floor corridor St Isidor	18
Outside back of science	3		Playground	19
Outside back door	4		Science Quad	20
PE corridor	5		Science corridor R6,7,8	21
Outside back of science	6		Service Road	22
Steps leading to field	7		Staff Carpark Isidor	23
Outside- mobiles	8		Service road/ bin area	24
Inside reception	9		Field next to Isidor	25
Outside – front entrance	10		Boys PE toilet sink area	26
Field view from outside art/Class walkway	11		Girls PE toilet sink area	27
Science/Staffroom corridor	12		2 nd Floor Lobby	28
Inside –steps to green area	13		Not in use	29
Playground outside chapel	14		Not in use	30
Entrance corridor St Isidore	15		Not in use	31
Bike shed by Isidor	16			

28 cameras in operation

APPENDIX 2

CCTV – USE AND DISCLOSURE OF IMAGES PROTOCOL

Legitimate public concerns exist over the use of CCTV and many of the specific guidelines are designed to satisfy the community that the use of cameras is subject to adequate supervision and scrutiny. It is of fundamental importance that public confidence is maintained by fully respecting individual privacy. All employees that are authorised to view the CCTV images within St Joseph's RC Secondary School must read this protocol alongside the CCTV Policy and confirm that they understand and agree to abide by the policy and protocol.

CCTV images may only be viewed by named individuals.

All images viewed by authorised employees must be treated as confidential.

All authorised employees are to ensure that whilst viewing CCTV images, unauthorised employees or visitors cannot view the images.

All authorised employees are responsible to ensure that CCTV images are not left on any screen without an authorised employee being left in charge. An authorised employee should log out of the programme when leaving the screen.

Every viewing of the images will accord with the purposes and key objectives of the CCTV system and shall comply with the CCTV Policy.

All named individuals viewing CCTV images are responsible for their every viewing of the images, which must be justifiable.

Images shall be kept for no longer than necessary and the viewing register will be reviewed annually with images deleted as appropriate.

Any breach of the CCTV Policy or CCTV Protocol will be dealt with in accordance with existing discipline regulations. Individuals must recognise that any such breach may amount to gross misconduct, which could lead to dismissal.

Any breach of the Data Protection Act 2018 will be dealt with in accordance with that legislation. All authorised employees viewing CCTV images must be aware of their liability under this act.

I understand and agree to abide by the CCTV Policy and the CCTV Protocol.