



Le Cateau

Community Primary School

CCTV Policy

1. Purpose of the Policy

The purpose of this CCTV policy is to outline the use of Closed-Circuit Television (CCTV) at Le Cateau Community Primary School to ensure the safety and security of pupils, staff, and visitors, as well as to protect school property.

2. Scope

This policy applies to all staff, pupils, parents, and visitors of Le Cateau Community Primary School. It covers the use of CCTV systems installed on school premises.

3. Objectives

- To deter and prevent crime and anti-social behaviour.
- To enhance the safety and security of pupils, staff, and visitors.
- To assist in the management of the school environment.
- To provide evidence for investigations in the event of incidents occurring on school premises.

4. Legal Framework

- This policy is designed to comply with the following legislation and guidelines:
- Data Protection Act 2018
- General Data Protection Regulation (GDPR)
- Protection of Freedoms Act 2012
- Information Commissioner's Office (ICO) CCTV Code of Practice

5. CCTV System Overview

- **Location of Cameras:** CCTV cameras are positioned in strategic locations around the school premises, including entrances, exits, playgrounds, and other areas where security is a concern.
- **Recording:** CCTV footage will be recorded continuously and stored securely for a period of [insert retention period, e.g., 30 days], after which it will be automatically overwritten unless required for an investigation.
- **Monitoring:** CCTV footage will be monitored by designated staff members only, ensuring that access is restricted to authorised personnel.

6. Responsibilities

- **Data Controller:** The Headteacher will act as the Data Controller responsible for the management and oversight of the CCTV system.
- **Staff Training:** All staff involved in the operation and monitoring of the CCTV system will receive appropriate training on data protection and privacy issues.

7. Access to Footage

- Access to recorded CCTV footage will be restricted to authorised personnel only.
- Requests for access to footage by external parties (e.g., law enforcement) must be made in writing and will be considered on a case-by-case basis in line with legal requirements.

8. Privacy Considerations

- The school will ensure that CCTV cameras are not placed in areas where individuals have a reasonable expectation of privacy, such as toilets and changing rooms.
- Signage will be displayed to inform individuals that CCTV is in operation on the premises.

9. Review and Evaluation

This policy will be reviewed annually or sooner if there are significant changes to legislation or school operations. Feedback from stakeholders will be considered during the review process.

10. Policy Approval

This CCTV policy has been approved by the governing body of Le Cateau Community Primary School and is effective from September 2024.

Conclusion

This CCTV policy aims to balance the need for security with the rights of individuals to privacy. By implementing this policy, Le Cateau Community Primary School can create a safer environment for all.

Adopted: September 2024

Next Review: September 2026