

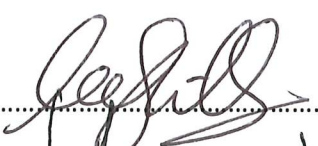


CCTV POLICY

This Policy was approved at a meeting of the Full Governing Board on 17th March 2025

Chair of Governors: Mr L Shilling

Headteacher: Ms Y Nunn

Signed  Chair of Governors

Signed  Headteacher

Review Date: Summer 2027

1. AIMS

Hampton Primary School makes use of surveillance and closed-circuit television (CCTV) to maintain a safe and secure environment for staff, students, visitors and to protect school property and assets. This policy aims to set out the school's approach to the operation, management and usage of surveillance and closed-circuit television (CCTV) systems on school property.

Notification of the use of CCTV at Hampton Primary School is disclosed within the Information Commissioner's Office register entry Z7354784.

1.1 STATEMENT OF INTENT

The purpose of the CCTV system is to:

- Ensure members of the school community feel safe
- Protect members of the school community from harm to themselves or to their property
- Deter criminality in the school
- Protect school assets and buildings
- Assist police to deter and detect crime
- Determine the cause of accidents
- Assist in the effective resolution of any disputes which may arise during complaints, disciplinary and grievance proceedings
- To assist in the defence of any litigation proceedings

The CCTV system will not be used to:

- Encroach on an individual's right to privacy
- Monitor people in spaces where they have a heightened expectation of privacy (including toilets)
- Pursue any other purposes than the ones stated above

The list of uses of CCTV is not exhaustive and other purposes may be or become relevant.

The CCTV system is registered with the Information Commissioner under the terms of the Data Protection Act 2018. The system complies with the requirements of the Data Protection Act 2018 and UK GDPR.

Footage or any information gleaned through the CCTV system will never be used for commercial purposes.

In the unlikely event the police request that CCTV footage be released to the media, the request will only be complied with when written authority has been provided by the police, and only to assist in the investigation of a specific crime.

The footage generated by the system should be of good enough quality to be of use to the police or the court in identifying suspects.

2. DEFINITIONS

- Surveillance : the act of watching a person or a place
- CCTV : closed circuit television; video cameras used for surveillance
- Covert surveillance : operation of cameras in a place where people have not been made aware they are under surveillance
- ICO : Information Commissioners Office
- DPO : Data Protection Officer

4.5 THE SITE MANAGER

The Site Manager will:

- Take care of the day-to-day management, operation and security of the CCTV system
- Train persons with authorisation to access the CCTV system and footage in the use of the system and in data protection
- Check the system for faults and security flaws termly
- Ensure the data and time stamps are accurate termly

4.6 CCTV OPERATORS

All CCTV operators will:

- Abide by this policy in the use of the CCTV system and footage
- Protect against unauthorised access to the CCTV system and footage
- Report potential faults and security flaws

5. OPERATION OF THE CCTV SYSTEM

- The CCTV system will be operational 24 hours a day, 365 days a year.
- The system is registered with the Information Commissioner's Office register entry Z7354784.
- The system will not record audio.
- Recordings will have date and time stamps. This will be checked by the Site Manager termly and when the clocks change.

6. STORAGE OF CCTV FOOTAGE

Footage will be retained for 50 days. At the end of the retention period, the files will be overwritten automatically.

On occasion footage may be retained for longer than 50 days, for example where a law enforcement body is investigating a crime, to give them the opportunity to view the images as part of an active investigation.

Where recordings are requested for evidence, recordings will be downloaded and password protected to maintain the security and integrity of the data.

7. ACCESS TO CCTV FOOTAGE

Access will only be given to authorised persons, for the purpose of pursuing the aims stated in section 1.1, or if there is a lawful reason to access the footage.

Any individuals that access the footage must record their name, the date and time, and the reason for access in the access log.

7.1 STAFF ACCESS

Access to the CCTV system and recorded images will be provided by the school's Site Manager or School Business Manager at the discretion of the Headteacher. Staff with permission to access the system will have their details logged within the CCTV Access Log (Appendix A).

This log is to detail:

- Full name of user
- Position held within school
- Date and time
- Reason for access

11. RELATED POLICIES

This policy should be read alongside the school's policies on:

1. GDPR and Data Protection
2. Privacy Notice
3. Relationship and Positive Behaviour
4. Safeguarding

HAMPTON PRIMARY SCHOOL

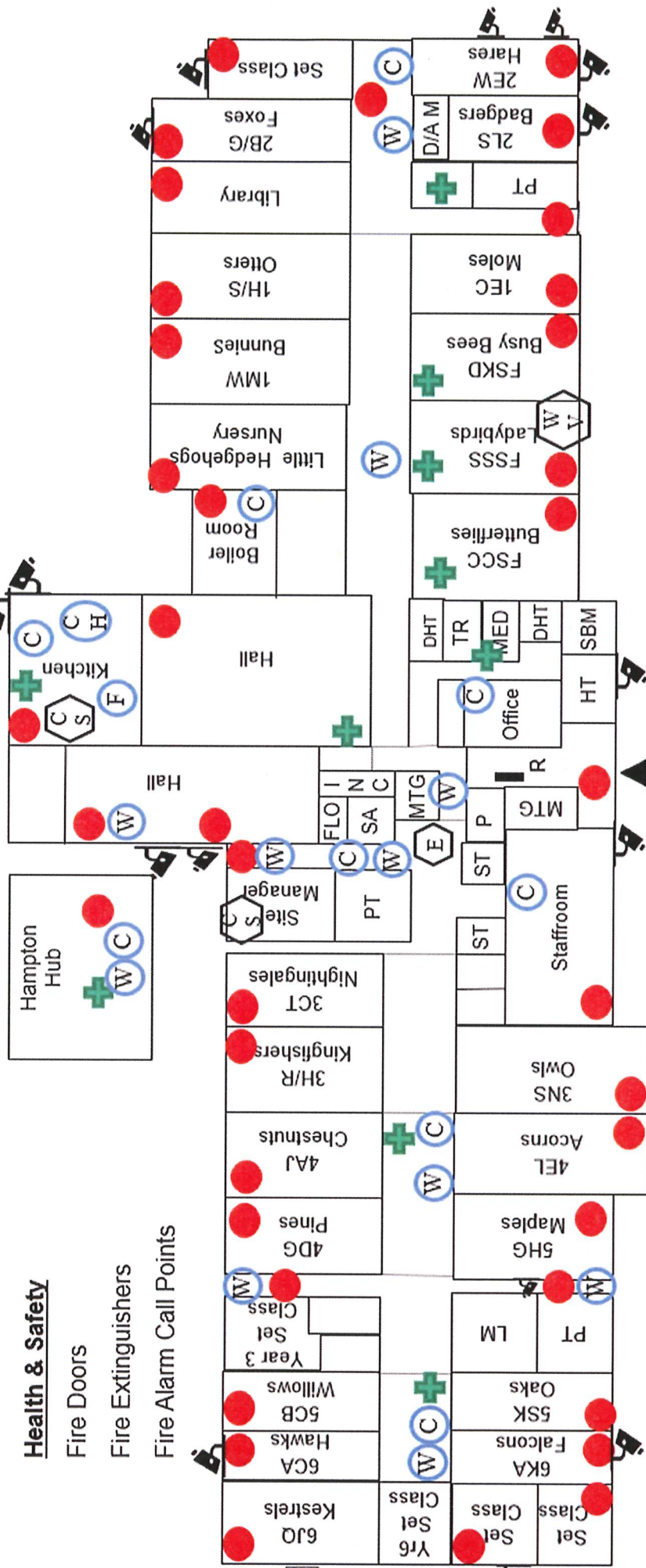
Health & Safety

Fire Doors

Fire Extinguishers

Fire Alarm Call Points

G By Rear Gate



● = Fire Alarm Call Points

▬ = Main Fire Board

✚ = First Aid Boxes

📹 = CCTV

Fire Extinguisher Distribution

W = Water

C = Carbon Dioxide

F = Fire Blanket

CH = Chemical

G = Gas Isolation Valve

WV = Water Isolation Valve

E = Electric Isolation

CS = COSHH Storage

•Break glass fire alarms are situated in all Classrooms and at main exit doors

•Spare Water Extinguishers held in Site Managers Office