



Harwich and Dovercourt
High School

CCTV Policy

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Ownership and Control

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Intended Audience

Intended Audience	Intended Method of Distribution
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CCTV Policy

1. Statement of Intent

The school will treat the CCTV system and all information, documents and recordings obtained in the strictest confidence.

CCTV cameras will be used to review activities within the school and its car parks to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and wellbeing of the school and its visitors.

The school will allow CCTV coverage in communal areas of student toilets. These must only be fixed cameras, focused on the communal areas and must not cover urinals or cubicles. Where cameras are fitted in toilets, warning notices must be displayed clearly.

It will be ensured that private dwellings and property other than that in the periphery of a view that is focused upon school site locations will not be covered by the CCTV cameras.

The planning and design of the system will aim to ensure that the scheme gives maximum effectiveness and efficiency but it is recognised that no system can guarantee to cover or detect every single incident taking place in the areas of coverage.

Unless an immediate response to events is required to meet the objectives of the system, staff will not direct cameras at an individual, their property or a specific group of individuals.

Warning signs will be placed at key points to advise everyone that the area is covered by the school CCTV system. This statement, policy and arrangements was approved by Harwich and Dovercourt High School Governing Body:

2. Introduction

Harwich and Dovercourt High School will maintain a CCTV system consisting of a number of fixed cameras located at strategic locations. The cameras can be located internally or externally.

The system will operate from Digital Video Recorders (DVRs) which are located in secure, strategic locations around the school site.

This policy sets out the purposes of the system and the procedures to be followed when managing the system.

This policy will be reviewed annually.

3. Objectives of the CCTV System

1. To protect the school's buildings and its assets
2. To assist in reducing vandalism and litter
3. To increase personal safety and reduce the fear of crime
4. To support the Police in a bid to deter and detect crime
5. To assist in the identifying, apprehending and prosecution of offenders
6. To protect staff, students, and private/school property

4. Operation of the system

The management of the scheme will be the responsibility of the Facilities team.

The day to day management will be the responsibility of the Facilities, Health & Safety Manager and Site Manager.

These are the only authorised users that may use the CCTV system. In special circumstances, the Governing Body or Head Teacher may request specific staff have access to the playback mode of the CCTV system if there is supporting information. This list would then be kept in a visible place near the CCTV management system.

The system will be in operation 24 hours a day, every day of the year.

5. Control of the System

A member of the Facilities Department will, on a weekly basis, check that the system is recording correctly.

Authorised users and Managers of the CCTV system will satisfy themselves as to the identity of anyone wishing to have access to the images from the system and the purpose of the access. In the event that doubt of identity or purpose exists, permission will be refused.

Images captured by the system will usually be stored for a maximum of 14 days.

When disposing of equipment which contains stored images, this equipment will be physically destroyed.

6. Data Access

Authorisation to view images will be restricted to the authorised users. These people may authorise the viewing of images by other people only when it is necessary to fulfil the objectives of the system, for example to identify a person in an image.

6.1 Authorised Users

Steven Scott – Facilities, Health & Safety Manager

Phil Burtsal – Site Manager

Mark Woodhouse – Deputy Headteacher

Kate Finch – Headteacher Designate

7. Requests for Information

A CCTV log will be maintained recording details of any requests for access to the system and the details of any data supplied, to whom, when and for what purpose.

Applications received from outside bodies (eg. solicitors) to view or release records will be referred to the Headteacher. Charges will be made to cover the costs of production and administration.

Copies of images can be produced where required for the purposes of meeting the objectives of the system. A record will be kept in the CCTV log of the format of the copy (printed still image, DVD etc.) and the person to whom the copy was given. No additional copies will be made without permission from an authorised user. When no longer required for meeting the objectives of the system, all copies will be securely destroyed.

All extracted images and footage will be stored centrally in a password protected folder on the T Drive. Access will be limited to authorised users and senior technical support. Images and footage will be destroyed 14 days after their extraction, unless mitigating circumstances require them to be stored for a further period of time.



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8. Complaints Procedure

Any complaints about the school's CCTV system will follow the school's usual complaints procedure.

9. Public Information

Copies of this policy will be available to the public from the school upon request or can be found on the school website.

