

**POLICY FOR USE OF CCTV SYSTEM
AT BOW SCHOOL OF MATHS AND COMPUTING SCHOOL**

CCTV cameras are now a familiar sight throughout the country. They are one of the many measures being introduced to help prevent crime and make communities safer places to live, work and visit. Bow like many schools has expressed concern that parts of their premises are vulnerable to anti-social behaviour and criminal activity, especially out of school hours. Indeed the possibility of vandalism, arson and burglary in schools is of concern to all, whether we are teachers, governors or parents.

CCTV systems are carefully planned and are designed to provide evidential quality images. These images will usually only cover external vulnerable areas and access points. The location of each camera is individually accessed and positioned in order to provide specific images

However, the system fitted must meet effectively the operational requirement set for it. If it does not do this then it is not fit for use and fails to meet its stated registered CCTV purpose under data process legislation. It is also illegal for systems to impinge upon individual privacy.

The purpose of this Policy is to ensure that this does not occur.

The attention to security and crime/antisocial preventative measures will help to keep Bow School a safe and secure environment. This will mean that funds and vital resources are targeted on maintaining and developing the quality of teaching and learning environment, where they are needed most, and not on replacing stolen and vandalised equipment or property.

AGREED ONby

_____ SCHOOL GOVERNING BODY

_____ SCHOOL

Policy to be reviewed on _____

1. INTRODUCTION

This Policy has been drawn up and agreed between Bow School Governing Body, the London Borough of Tower Hamlets and the Metropolitan Police and it governs the activities of those involved in the operation and installation of our school CCTV System.

The Policy follows the guidelines published by the Home Office and the Information Commissioners Office (ICO) 2008 on the use of CCTV in public places.

This document is subject to on-going evaluation and annual review.

2. DEFINITION OF THE SYSTEM

The system is owned by Bow School of Maths and Computing within the London Borough of Tower Hamlets.

Camera positions have been carefully located, to ensure they are appropriate and effective whilst minimizing any collateral intrusion. It is impossible, however, to ensure that every incident will be seen or recorded.

The CCTV system will be maintained in accordance with the Data Commissioners CCTV code of practice guidelines (2008) and this policy.

The CCTV system will be maintained and reviewed according to the guidelines and all recording equipment tested on an on-going basis for clarity of images

Maintenance checks

For the Main School system:

The Estate Manager will be responsible to see that:

1. Cameras are checked daily to ensure that they are operational
2. Recorders are checked daily to ensure that they are recording and images can be down loaded.
3. Camera fixings are checked to ensure safety and security during planned maintenance e.g. cleaning cameras
4. Repairs will be made to the system within a week whenever possible.

For the LSU System:

The LSU manager will be responsible to see that:

1. Cameras are checked daily to ensure that they are operational
2. Recorders are checked daily to ensure that they are recording and images can be down loaded.
3. Camera fixings are checked to ensure safety and security during planned maintenance

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- e.g. cleaning cameras
4. Repairs will be made to the system within a week whenever possible.

The School CCTV systems comprise both external and or internal cameras within the site.

Camera images are recorded and displayed on a CCTV monitor [in the Deputy Head's office](#). [Is this the best place? \(I think so because when I am not here, Kevin has access, the door is locked when we are not in and the system is password protected\)](#)

The recording media is a DVR recorder. Images recorded on a DVR are stored on a hard drive, which is automatically overwritten after a set period of time. (minimum 15 days)

Operation of the system is controlled by the Estate Manager and Deputy Head.

3. PURPOSE OF CCTV

The system overall is intended to provide and promote a safe secure environment for students and for those who work or use the facilities of the school and to protect the school buildings and resources. It is hoped that it will also reduce the fear of crime and anti-social behaviour within the location.

It shall be used for the purpose of:

- preventing and deterring crime & antisocial behaviour;
- student, staff and public safety;
- assisting responsible agencies in the investigation of crime & antisocial behaviour;
- supporting where appropriate staff & student discipline issues and general facilities management.

It will achieve this by:

- providing evidential quality images of criminal incidents and suspects;
- assisting the responsible authorities in the investigation of crime & disorder.

The system is intended to view and monitor activity in the immediate area of the school only.

4. DATA PROTECTION

The system shall be used in accordance to all relevant laws and guidelines, including the Data Protection Act 1998, The Human Rights Act 1998 and if appropriate Regulation of Investigatory Powers Act 2000.

Where appropriate, safeguards have been installed to prevent cameras focusing on peoples' homes, gardens or other areas of private property (collateral intrusion).

Similar safeguards are used to limit any collateral intrusion of inappropriate locations within the school as well.

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5. SIGNAGE

Signs are displayed at entrance points and within the area covered by the system to inform staff, students and the public.

6. MANAGEMENT OF THE SYSTEM

The overall management of the system is the responsibility of the Governing Body of the school, who will normally appoint the Head teacher or their nominee to act on their behalf and carry out the function of Data Controller. This role is undertaken by the Estate Manager, when present and the Deputy Head, when not

7. MANAGEMENT AND OPERATION OF CONTROL EQUIPMENT

The system will be managed in accordance with all relevant legislation.

Access and Security

The day-to-day management and security of the control equipment and data is the responsibility of the Estate Manager Controller who follows the data protection guidelines with regard to access to the Control Screens by visitors. Failure to do this may result in criminal proceedings. Care is taken to ensure that unauthorised person/s, are not able to see the screen images produced by the system.

Incident Reporting

All incidents should be reported to the estate manager/deputy head by email.

Incident Response

During monitoring if **criminal or suspicious activity of a serious nature** is observed then the school should immediately inform the Police. Once an incident is reported to the Police it will be dealt with in accordance with Police procedure.

Recording of Events

All cameras, monitors and recording equipment are checked regularly to ensure that they are in working condition (see above) and able to fulfill this role.

An automatic time/date generator is incorporated on all recording equipment. It is acknowledged that identification for successful prosecution may prove difficult solely from recorded events and efforts should always be made to provide additional verification of incidents. Events are copied to CD – R disks only.

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Digital Recording Protocol

Digital Recording is a continuous operation with the images automatically stored on the hard drive, which is overwritten after a set period of time. The storage capacity of the hard drive is dependent on the number of cameras, quality of images and size of drive.

Only authorized staff will have access to the system and the down loaded images.

CDs are used to record images:

- Prior to recording, the equipment shall be checked to ensure it is in good working order.
- A new Read only CD-R is used as failure to do so could affect the outcome of a prosecution. The erasure shall be recorded
- A stock of spare blank CDs are retained in the Media Room to act as replacements for those CDs retained by Police for evidence, damaged or not available for use for any other reason.

Storage of Recorded Images

- The storage space shall be dust and moisture proof.
- Only authorized staff will have access to stored media
- CDs shall be permanently labeled and stored in a secure lockable location to ensure there is no unauthorized access or possibility of accidental damage.
- When a CD-R copy of an incident is made the person holding the copy should email the Estate Manager to inform him
- Any stored images will be kept in secure storage for a maximum period of 1 month

CDs as Evidence

Only read only CD-R's are to be used to copy images

DISPOSAL OF CD'S

- When CDs are disposed of in addition to ensuring that all images have been permanently wiped they will be destroyed by secure methods.

Viewing and copying of images by appropriate personnel

- Viewing or copying will be carried out only if it would assist in the school services for which the Headteacher is responsible or to address one of the issues stated in the 'purpose of CCTV'.
- The Governors and Headteacher are not to take recorded images away from the school premises under any circumstances.
- Requests to view or copy must be made by email to the Estate Manager/Deputy Head
- CDs will be returned to secure storage immediately after viewing.

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THE EMAIL REGISTER OF INCIDENTS AND REVIEWS

The register will include the following:

- When searching or reviewing an incident the purpose of doing so should be recorded by the member of staff by Email
- The member of staff who has made the search will reply to the original email indicating whether the search was successful or not
- The reply email will say who carried out search and/or copied of the event,
- The reply email will state who was present when reviewing
- The initial review will give an estimate for date, start and end time of the incident, the reply email will narrow this down if possible
- Details of the officer or authorised agent, collecting the copied media and their contact details, date of collection and signature.
- On occasion where the request relates to an ongoing incident or investigation any appropriate reference numbers should also be included.
- If appropriate number of disks or copies supplied.

8. ACCESS TO RECORDED INFORMATION

- The Data Protection Act provides Data Subjects (individuals to whom “personal data relates”) with a right to have access to their personal data held by an organisation, this also include CCTV images relating to them. People can make a request to view their footage by making a Subject Access Request. Subject Access Requests must be made in writing on the form available from the school. Where Subject Access Requests are made on behalf of a data subject, a written signed consent will be required from the data subject before the access to the footage is provided. In all cases, the Data Controller must be careful not to disclose footages of other third party individuals without their prior consent.
- Applications received from outside bodies (e.g. solicitors) to view or release recorded data will be referred to the Head teacher. In these circumstances recordings will normally be released where satisfactory documentation is produced showing they are required for legal proceedings, or a Court Order.
- A fee will be charged for the provision of stored data.

9. STAFF TRAINING

- A requirement under the CCTV code of practice is that personnel responsible for the system know how to manage the data and access the images.
- The effectiveness of the system depends on the quality of personnel selected for its operation.

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- The Headteacher shall ensure that all appropriate staff are trained on the use of the equipment and familiar with their data protection responsibilities as detailed in the ICO's CCTV code of practice 2008

10. COMPLAINTS

- Any complaints about the schools CCTV system should be addressed to the Head teacher.
- Complaints will be investigated in accordance with Section 7 of this Policy

11. BREACHES OF THE POLICY

- Misuse of recorded imagery or the system will be a disciplinary offence
- Any breaches of the Policy by school staff will be individually investigated by the Headteacher, in order for her to take the appropriate disciplinary action
- Disciplinary action can also include prosecution under the Data Protection Act and criminal proceedings