



St. Philomena's Catholic Primary School

Headteacher: Miss V Maher

CCTV Policy

May 2024

This policy should be read in conjunction with :-

Data Protection Policy (UK GDPR)

Security Policy

Data Breach Policy

E- Safety Policy

Staff Code of Conduct

Health & Safety Policy

Whistle Blowing Policy

Date of Policy	Signed	Position
May 2024	Veronica Maher	Headteacher
Monitoring	By	Date
To be reviewed	Resources Committee	May 2026
To be ratified	Full Governing Body	May 2026
Uploaded to website	By	Date
This policy will be reviewed every two years by the full Governing Body		
Date of next review : May 2026		

Introduction

The school recognises that CCTV systems can be privacy intrusive.

Review of this policy shall be repeated regularly, and whenever new equipment is introduced a review will be conducted and a risk assessment put in place. We aim to conduct reviews no later than every two years.

Objectives

The purpose of the CCTV system is to assist the school in reaching these objectives:

- (a) To protect pupils, staff and visitors against harm to their person and/or property.
- (b) To increase a sense of personal safety and reduce the fear of crime.
- (c) To protect the school buildings and assets.
- (d) To support the police in preventing and detecting crime.
- (e) To assist in identifying, apprehending and prosecuting offenders.
- (f) To assist in establishing cause of accidents and other adverse incidents and prevent reoccurrence
- (g) To assist in managing the school.

Purpose Of This Policy

The purpose of this Policy is to regulate the management, operation and use of the CCTV system (closed circuit television) at the school. The CCTV system used by the school comprises of:

CAMERA TYPE	LOCATION	SOUND	RECORDING CAPACITY	SWIVEL / FIXED
1 Live camera	Top of the school drive (facing automatic blue car/pedestrian entry gates	No Sound	No Recording Capacity	Fixed

Statement Of Intent

Notification has been submitted to the Information Commissioner and the next renewal date has been recorded.

The CCTV system will seek to comply with the requirements both of the Data Protection Act and the most recent Commissioner's Code of Practice.

The school will treat the system, all information, documents and recordings (both those obtained and those subsequently used) as data protected under the Act.

The system has been designed so far as possible to deny observation on adjacent private homes, gardens and other areas of private property.

Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose.

Images will only be released to the media for use in the investigation of a specific crime with the written authority of the police. Images will never be released to the media for purposes of entertainment.

The planning and design has endeavoured to ensure that the system will give maximum effectiveness and efficiency but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

Warning signs, as required by the Code of Practice of the Information Commissioner will be clearly visible on the site and make clear who is responsible for the equipment.

There are no recorded images

System Management

Access to the CCTV system and data is in the school office only.

The CCTV system will be administered and managed by Miss Veronica Maher who will act as System Manager and take responsibility for restricting access, in accordance with the principles and objectives expressed in this policy. In the absence of the Systems Manager the system will be managed by Martin Hill (Site Manager).

The system will only be available to the Systems Manager, his/her replacement and appropriate members of the office staff as determined by the Headteacher.

The CCTV system is designed to be in operation when the school is open to staff and pupils, though the school does not guarantee that it will be working during these hours.

The System Manager will check and confirm the efficiency of the system regularly and in particular that the camera is functional.

Cameras have been selected and positioned so as to best achieve the objectives set out in this policy in particular by providing clear, usable images.

Unless an immediate response to events is required, cameras will not be directed at an individual, their property or a specific group of individuals, without authorisation in accordance with the Regulation of Investigatory Power Act 2000.

Where a person other than those mentioned in paragraph 5.3 above, requests access to the CCTV data or system, the System Manager must satisfy him/herself of the identity and legitimacy of purpose of any person making such request. Where any doubt exists access will be refused.

Details of all visits and visitors will be recorded in a system log book including time/data of access and details of images viewed and the purpose for so doing.

Downloading Captured Data Onto Other Media

There is no information captured by our CCTV – it is live streaming only.

Complaints About The Use Of CCTV

Any complaints in relation to the school's CCTV system should be addressed to the Headteacher.

Request For Access By The Data Subject

There is no data captured or recorded by our CCTV – it is a live stream only

Public Information

Copies of this policy will be available to the public from the school office.