

John Colet School CCTV Policy

Date policy was agreed	November 2008
Date equalities impact assessment completed	July 2012
Date policy was reviewed	October 2012 January 2016
Date reviewed by Governor Advisor	July 2012
Date reviewed by Parents	n/a
Date reviewed by the Governors	October 2012 February 2016
Governors body responsible for the review	FP&GP
Senior Leadership Team Member accountable for writing and reviewing the policy	Headteacher and Head of Finance & Business

Consultants: Dr J Savin (School Governor), Mrs C McLintock (Headteacher), Devonshires (School Solicitors)

Guidance: Data Commissioners CCTV Code of Practice 2008

Linked policies

Anti-Bullying

Monitoring and review of this policy

This policy will be formally reviewed by the Governing Body every 3 years.

Ongoing monitoring of actions and impacts/outcomes will be:

- Feedback to Governors through the complaints section of the Head's termly report to Governors
- Annual review of our use of CCTV

Policy statement

This CCTV system and the images produced by it are controlled by the school who are responsible for how the system is used and for notifying the Information Commissioner about the CCTV system and its purpose which is a legal requirement of the Data Protection Act 1998.

The school has considered the need for using CCTV and have decided it is required for the prevention and detection of crime and for protecting the safety of pupils. It will not be used for other purposes.

As part of the commitment to security and safety, the school has a CCTV system amongst its security measures. Visitors are notified of CCTV through notices at various access points to the site.

Purpose of the policy

John Colet School uses the CCTV system primarily as a deterrent against crime, both during the school day and out of school hours.

The CCTV is used to detect and record any incidents that arise, e.g. vandalism, unauthorised access and assault.

There are many schools that suffer bullying and at John Colet we have an anti-bullying policy which is applied rigorously and is available for inspection on request. The CCTV system may be used to capture images of students who are bullying. As such, the school may take appropriate action as a result of any images captured. Where this does occur parents/carers will be able to view the images along with staff at the school. This will enable the school and parents/carers to work together to resolve the problems that have occurred.

The CCTV system may be used as an additional source of evidence when there are concerns about punctuality of staff or students and there are discrepancies in the standard attendance information (registers, signing-in/out book, card entry system, etc.).

Monitoring of and use of systems

The CCTV system operates around the clock and any incidents recorded that show or appear to show an incident such as the above may be copied to the police as part of the John Colet School's work within the Safer Schools Partnership. In the main, this will be where a potential crime has occurred and where images captured show individuals.

To reassure all stakeholders, the school wishes to state categorically that images are required to resolve the situation. These images may be used as part of management/official proceedings. Parents/carers/staff will be informed if their (or their child/s) image is kept beyond 31 days.

The images are kept secure by restricted access to key staff. The facility to download images is restricted to the Headteacher, Head of Finance and Business, Deputy Headteacher, Assistant Headteachers and Facilities Manager. Viewing of images will only occur with permission of the same.