

# **John Colet School**

## **CCTV Procedure**

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 students. It will not be used for other purposes. CCTV images are regarded as personal data.

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.

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.

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.

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, Student Support Officers, Inclusion Unit Manager and Site Manager. Viewing of images will only occur with permission of the above.

Due to restrictions of data storage space any images that have not been downloaded will be automatically deleted after 30 calendar days.