

CCTV Procedure - September 2025

The following forms the legal basis of our CCTV Procedure:

- Data Protection Act 2018 (DPA 2018)
- General Data Protection Regulation (GDPR)
- Protection of Freedoms Act 2012 (PofA 2012)

The CCTV is operated on the basis of a specific purpose as defined below in accordance with the 12 Guiding Principles of the Surveillance Camera Code of Practice.

Specific Purpose

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

The CCTV system operates around the clock. The camera's are actively monitored by Student Support Officers during the school day, but at other times are only monitored when required.

Access (Live Monitoring and Stored Data)

The images are kept secure by restricted access to key staff. The facility to download images is restricted to the Headteacher, Chief Financial & Operations Officer, Deputy Headteachers, Assistant Headteachers, Student Support Officers, Inclusion Unit Manager and Facilities Manager.

The viewing of images will only occur with permission of the above.

With the exception of the Police as detailed below, access to live and recorded CCTV images will not be provided to any other person or body unless the school is legally obliged to do so.

Use of Images

Images may be used as part of management/official proceedings and internal investigations into incidents. To reassure all stakeholders, only those images required to resolve the incident will be used for this purpose.

Release of Images

Images will be shared on request with 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.

Images will not be released for any other purpose, unless we are legally required to do so.

Storage and Retention

Any images that have not been downloaded will be automatically deleted after 30 calendar days.

Downloaded images will only be retained for as long as they are required to complete the associated investigation/management procedure or any subsequent complaints process that may be applicable.