

## CCTV policy

<b>Date adopted</b>	<b>August 2023</b>
<b>Last review:</b>	<b>August 2023</b>
<b>Next Review:</b>	<b>August 2024</b>

### STATEMENT OF PURPOSE

Southover Partnership Schools make use of Closed-Circuit Television (CCTV) in the daily operation of its schools. Use of CCTV is crucial in ensuring the safety and security of pupils, staff and visitors in our specialised school environments. It also ensures the protection of buildings and facilities.

### USE OF CCTV

Southover Partnership Schools' use of CCTV is part of our strategy to enhance and maintain safety and security throughout our schools. Only images are recorded, no audio. Our use of CCTV, as in accordance with GDPR, is transparent:

- Signage alerting visitors to our use of CCTV is prominent in entrances to our school buildings
- All families and their children visit the school prior to placement as part of the referral and assessment process, during which use of CCTV is explained and seen.
- All staff are familiar with this policy as part of their induction to the schools.

### LOCATION OF CAMERAS

CCTV cameras are used throughout the schools in most communal areas except for sensitive areas or areas that require confidentiality (i.e. changing rooms, showers, toilets, offices or staffrooms). CCTV cameras at the Kingsbury site are present in;

- 3 In the carpark.
- 4 In the garden.
- 1 Above server room.
- 1 Ground floor Lobby
- 1 By the Meeting room
- 1 By the main entrance

## **MONITORING OF CCTV**

CCTV is monitored at screens in Admin offices and by administrators. Recording is 24-hour and images are stored securely on internal servers, for up to 30 days. The CCTV systems are maintained by IP Security. Images are only downloaded and shared securely in the following circumstances:

- For the police to aid their investigations, as appropriate.
- For disciplinary purposes (e.g. in the case of a physical allegation made against a member of staff). Due to confidentiality, CCTV should only be shown (to families or local authority representatives, for example) in extreme circumstances. The final decision to share CCTV images lays with the designated safeguarding lead or Executive Head Teacher.

## **COMPLAINTS**

Complaints should be directed to the Executive Headteacher or the DPO and should be made according to the school's complaints policy.

- Sign off on any expansion or upgrading to the CCTV system, after having taken advice from the DPO and taken into account the result of a data protection impact assessment
- Decide, in consultation with the DPO, whether to comply with disclosure of footage requests from third parties

## **SUBJECT ACCESS REQUEST (SAR)**

According to UK GDPR and Data Protection Act 2018, individuals have the right to request a copy of any CCTV footage of themselves.

Upon receiving the request, the school will immediately issue a receipt and will then respond within 30 days during term time. The school reserves the right to extend that deadline during holidays due to difficulties accessing appropriate staff members.