



CCTV POLICY

School	Harrogate Grammar School
Author	John Mungovin
Reviewed by	LGB
Date	01 03 2024
Due for review	01 03 2026

CCTV POLICY

The purpose of this Policy is to regulate the management, operation and use of the closed-circuit television (CCTV) system at Harrogate Grammar School.

CONTENTS

Page(s)

Item 1	Introduction	3
Item 2	Objectives of the CCTV scheme	3
Item 3	Statement of intent	3
Item 4	Operation of the system	6
Item 5	Control and Liaison	7
Item 6	Monitoring procedures	7
Item 7	Breaches of the policy (including breaches of security)	7
Item 8	Assessment of the scheme and CCTV Policy	7
Item 9	Complaints	7
Item 10	Access by the Data Subject	7
Item 11	Public information	7
Item 12	Summary of Key Points	7

1. Introduction

The purpose of this policy is to regulate the management, operation and use of the closed-circuit television (CCTV) system. The system comprises a number of fixed cameras located within and around the school buildings.

All cameras are controlled from the Site Office or the IT server room. The system can only be accessed by selected staff, either in the Site Office and the desktop PC of the Deputy Headteacher and Assistant Headteacher. Access to the system will be strictly limited to those staff that “need to know” and such staff will require the authorisation of the Headteacher, or a senior member of staff acting on their behalf, in order to view CCTV images.

Live images will only be accessible to the Site Manager, Deputy Headteacher and Assistant Headteacher. Recorded images will be made available to staff who have a direct involvement in investigating an incident. This is likely to include members of the Senior Leadership Team and Year Managers. If a member of staff has witnessed or been involved in an incident, they may be asked to review images for the purposes of identifying individuals or to establish facts about the incident.

This policy will be subject to review by the Governors, to include consultation as appropriate with interested parties.

This policy follows the Data Protection Act guidelines.

This policy complies with the Information Commissioner’s CCTV code of practice.

2. Objectives of the CCTV scheme

The objectives of the School’s CCTV system are:

- 2.1 To increase the personal safety of students, employees and visitors.
- 2.2 To assist in the safeguarding of children in and around the site.
- 2.3 To protect the school buildings and assets.
- 2.4 To support the Police in a bid to deter and detect offending.
- 2.5 To assist in identifying, apprehending and potentially prosecuting offenders.
- 2.6 To protect members of the public and private property.

3. Statement of intent

The CCTV Scheme has been registered with the Information Commissioner under the terms of the Data Protection Act 2018 and will seek to comply with the requirements of both the Data Protection Act and the Commissioner’s Code of Practice. The school will treat the system and all information, documents and recordings obtained and used as data protected by the Act.

- 3.1 Cameras will be used to monitor activities within the school and its grounds to identify actually occurring adverse activity, anticipated or perceived and for the purpose of securing the safety and well-being of the school, together with its visitors.
- 3.2 Static cameras are positioned to ensure they do not focus on private homes, gardens and other areas of private property.
- 3.3 Unless an immediate response to events is required, at no time should a camera be directed at an individual without authorisation by the Headteacher.
- 3.4 Materials or knowledge secured as a result of CCTV use will not be used for any commercial purpose. Footage will only be released for use in the investigation of a

specific crime or incident and with the written authority of the police. Footage will never be released to the media for purposes of entertainment.

- 3.5 The planning and design has endeavoured to ensure that the CCTV Scheme will give maximum effectiveness within available means, but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.
- 3.6 Warning signs, as required by the Code of Practice of the Information Commissioner, have been placed at all access routes to areas covered by the school's CCTV system.

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

<u>Camera Type</u>	<u>Location</u>	<u>Sound</u>	<u>Recording</u>	<u>Swivel/Fixed</u>
Digital	Corridor to Hub	N	Y	F
Digital	PITQ Vending	N	Y	F
Digital	FF Sci facing A38	N	Y	F
Digital	PITQ facing A17	N	Y	F
Digital	FF Sci facing A37	N	Y	F
Digital	Front North Gates	N	Y	F
Digital	Hub picnic benches	N	Y	F
Digital	6th Form Reception	N	Y	F
Digital	Front South Gates	N	Y	F
Digital	Front South looking up to staffroom	N	Y	F
Digital	Front South stairs	N	Y	F
Digital	6 th Form corridor towards offices	N	Y	F
Digital	Attendance Window	N	Y	F
Digital	Rear of Hall facing A13	N	Y	F
Digital	Atrium corridor	N	Y	F
Digital	Rear of Hall facing A12	N	Y	F
Digital	Maths Office Corridor	N	Y	F
Digital	Staff Car Park	N	Y	F
Digital	Gates by Site Office	N	Y	F
Digital	A10-A12 Corridor	N	Y	F
Digital	Music Entrance + back road	N	Y	F
Digital	Corner of Forum	N	Y	F
Digital	Corridor o/s A23	N	Y	F
Digital	Basketball from Gym 2	N	Y	F
Digital	Under Gym 1	N	Y	F
Digital	Back of Gym 2	N	Y	F
Digital	Basketball from Arches	N	Y	F
Digital	A31 Corridor	N	Y	F
Digital	Rear North Stairs	N	Y	F
Digital	A36 Corridor	N	Y	F
Digital	A34 Corridor	N	Y	F
Digital	Atrium Lockers	N	Y	F
Digital	A33 Corridor	N	Y	F
Digital	FF Music Corridor	N	Y	F
Digital	Rear South Stairs	N	Y	F
Digital	Corridor outside unisex toilets	N	Y	F

Digital	Astro Main Gates	N	Y	F
Digital	Road down to the Astro	N	Y	F
Digital	Rear haul road + astro	N	Y	F
Digital	Sports Hall	N	Y	F
Digital	Sports Hall	N	Y	F
Digital	Music to Sports	N	Y	F
Digital	Sports Landing	N	Y	F
Digital	Silo	N	Y	F
Digital	P14 to Gym 1	N	Y	F
Digital	FF Music Corridor from P10	N	Y	F
Digital	A04 Corridor	N	Y	F
Digital	MBT Corridor	N	Y	F
Digital	MGT	N	Y	F
Digital	A01 Corridor	N	Y	F
Digital	A03 Corridor	N	Y	F
Digital	A46 Corridor	N	Y	F
Digital	A42 Corridor	N	Y	F
Digital	Corridor to MGT	N	Y	F
Digital	Atrium Automatic doors	N	Y	F
Digital	GF DT Corridor	N	Y	F
Digital	Dining Room	N	Y	F
Digital	Back of H Block	N	Y	F
Digital	Between DT and H	N	Y	F
Digital	Back of DT Parasols	N	Y	F
Digital	Front North Stairs	N	Y	F
Digital	Atrium	N	Y	F
Digital	Atrium - Corridor to Atrium	N	Y	F
Digital	Underneath the Arches (F&A)	N	Y	F
Digital	Music Entrance internal	N	Y	F
Digital	LRC Classroom end	N	Y	F
Digital	Music - P07/P08	N	Y	F
Digital	Forum gate	N	Y	F
Digital	LRC bottom end	N	Y	F
Digital	LRC Corridor	N	Y	F
Digital	LRC Study Area	N	Y	F
Digital	View up to Nursery	N	Y	F
Digital	LRC Study Area	N	Y	F
Digital	Main car park to 6 th Form	N	Y	F
Digital	Main car park to gates	N	Y	F
Digital	New garden	N	Y	F
Digital	6 th Form – New Offices	N	Y	F
Digital	6 th Form – Social Area	N	Y	F
Digital	G2	N	Y	F
Digital	Stone corridor	N	Y	F
Digital	G2	N	Y	F
Digital	Main gates	N	Y	F
Digital	Sports Office corridor	N	Y	F
Digital	Sports – vending machine	N	Y	F

Digital	A04 Corridor	N	Y	F
Digital	Corridor D12	N	Y	F
Digital	Corridor D16/D17	N	Y	F
Digital	Corridor D13	N	Y	F
Digital	Corridor outside IT	N	Y	F
Digital	Design – FF Corridor	N	Y	F
Digital	Corridor D17	N	Y	F
Digital	Rear DT Stairs	N	Y	F
Analogue	H Block stairs	N	Y	F
Analogue	New Garden – high angle	N	Y	F
Analogue	Stairs to D10	N	Y	F
Analogue	6th - Middle Stairs	N	Y	F
Analogue	S03/S04	N	Y	F
Analogue	S20 Corridor	N	Y	F
Analogue	6th Entrance - external	N	Y	F
Analogue	S24 Corridor	N	Y	F
Analogue	Dining room	N	Y	F
Analogue	S05 corridor	N	Y	F
Analogue	S33/S34/S35	N	Y	F
Analogue	Gym 2	N	Y	F
Analogue	Road to Astro	N	Y	F
Digital	A25 Corridor	N	Y	F
Analogue	Reintegration	N	Y	F
Digital	Front Entrance	N	Y	F
Analogue	Path up to Atrium	N	Y	F
Digital	Path to Attendance	N	Y	F
Digital	MBT Washroom	N	Y	F
Digital	Forum Corridor	N	Y	F
Digital	S09	N	Y	F
Analogue	View to Tennis Courts	N	Y	F
Analogue	Parasols back of DT	N	Y	F
Analogue	Back of Forum to Astro	N	Y	F
Analogue	Back of forum to TC's	N	Y	F
Digital	Main Hall	N	Y	F
Analogue	Corridor to Forum	N	Y	F
Analogue	Forum	N	Y	F
Analogue	Forum Control Room	N	Y	F
Analogue	Stairs in Forum	N	Y	F
Analogue	Main School Reception	N	Y	F

CCTV cameras are not installed in areas in which individuals would have an expectation of privacy such as toilets, cubicles, boys urinals, handwashing areas and changing rooms. Corridor areas with floor to ceiling toilet doors are covered by CCTV.

4. Operation of the system

The CCTV system will be administered and managed by the Site Manager, in accordance with the values and objectives expressed in this policy. The day-to-day management will be the delegated responsibility of the Site Manager during the day, and the duty site staff out of hours and at weekends. The CCTV system will operate 24 hours each day, every day of the year, recording all activity.

5. Control and Liaison

The system provider will periodically check and confirm the effectiveness of the system and, in particular, that the equipment is properly recording and that cameras are functional. The Site Manager is to liaise with the contractor regarding servicing and/or repairs and maintenance of the system. The Site Manager will aid in meetings between interested parties where the provision of CCTV footage is required.

6. Monitoring procedures

Camera surveillance may be maintained at all times and footage will be continuously recorded and held on the system memory. Where footage is required to be shared this will be done electronically.

Viewing of footage by the Police or any external individual must be recorded in writing and in the logbook. Requests by the Police can only be actioned under section 29 of the Data Protection Act 2018.

7. Breaches of the policy (including breaches of security)

The Headteacher, or a senior member of staff acting on their behalf, will initially investigate any breach of this policy by school staff. Any serious breach of this policy will be subject to the terms of disciplinary procedures already in place.

8. Assessment of the scheme and CCTV Policy

The Business and Operations Manager and Site Manager may carry out performance monitoring, including random operating checks.

9. Complaints

Any complaints about the school's CCTV system should be addressed to the Headteacher. Complaints will be investigated in accordance with Section 7 of this policy.

10. Access by the Data Subject

The Data Protection Act provides Data Subjects (individuals to whom "personal data" relate) with a right to data held about them, including those obtained by CCTV. Requests for Data Subject Access should be made through the Headteacher.

11. Public information

This policy is on the school website.

12. Summary of Key Points

12.1	This policy will be reviewed on a regular basis.
12.2	The CCTV system is owned and operated by the school.
12.3	Liaison meetings may be held with the Police and other bodies.
12.4	As information can be shared securely electronically, there is no requirement for hard copies of the footage to be created.
12.4	The Headteacher, or a senior member of staff acting on their behalf, will conduct the initial investigation into any breaches of this policy.
12.5	Breaches of the policy will be reported to the Headteacher.

12.6	CCTV Footage to be kept no longer than one calendar month in line with the Trust Retention Policy.
------	--