



The Chantry School

CCTV Policy

Introduction

The Chantry School has operated a CCTV system since 2007 following consultation with other schools and local enforcement agencies. The School expanded the CCTV system in 2015 as the existing system became out of date and poor quality and we decided to take the opportunity of using new digital, high quality systems that improve our surveillance and crime prevention on site. There is no doubt that CCTV has become an important tool in ensuring that our site is safe, secure and reduces anti-social and criminal activity.

This CCTV policy sets out our obligations and how we use the system.

Legal Requirements

School must inform the Information Commissioner (IC) when installing CCTV. (This was done in 2007). The school updates the IC annually on any data control changes (see Data Protection Policy) and must inform the IC within 28 days if there is a change of use of CCTV. The IC has issued a CCTV Code of Practice available on their website at www.ico.org.uk. There is also a document relating specifically to advice to schools from 2013 available on this website. Our Data Protection Policy covers this advice.

Use of CCTV is covered by statutory legislation under The 2012 Protection of Freedoms Act. Other relevant legislation includes the Data Protection Act 1998, the Human Rights Act 1998 and the Regulation of Investigatory Powers Act 2000. School ensures that it is not in breach of these acts.

How CCTV is used in School

The CCTV system is not constantly manned so there is no continual surveillance of pupils, staff and visitors on site. It is a 'preventative system' in that it is only viewed retrospectively when there has been an incident to gather evidence of any potential wrong doing during or after school hours.

Where located in classrooms CCTV is not used to monitor teaching staff performance by school management.

The CCTV system as a 'preventative system' has two main purposes:

1. To help prevent crime and anti-social behaviour protecting the physical security of the school site and its contents.

2. To help prevent poor pupil behaviour and to protect pupils, staff and visitors from the risk of violence and abuse.

Attached is a plan with the location of each camera and the reasons why we chose to install a camera in this location. The CCTV system improves health and safety for all school users.

Who do we inform about our CCTV System?

As well as notifying the IC we advertise this policy on the school website and advise pupils, parents and staff of its location periodically. This policy is approved by the Governing Body and will be reviewed annually.

CCTV warning signs are located near to cameras indicating that individuals are being recorded.

Data Security and Retention

The ICT Network Manager will ensure that the CCTV system is secure and encrypted so that data is handled securely. We restrict access to the CCTV system so that only approved staff can access recorded images. These staff will be:

- Headteacher
- Business Manager
- Assistant Head (Pastoral)
- Behaviour Unit Administrator
- Site Staff
- ICT Network Manager

Recorded images can then be shared with appropriate staff, parents and authorities where there is follow up investigation to an incident. Sharing these images must be done under the principles of data protection so must be handled appropriately. Failure to do so may result in legal or disciplinary proceedings.

Through Data Protection Policy anyone can access images upon request if the request is considered appropriate. All requests must be appropriately recorded.

We will locate cameras so that they do not film neighbours properties.

The school will only retain images for a limited time. This will currently be for a six week period to allow for the summer holiday as an 'issue' may not be spotted until staff return from the summer break.

For technical details of the CCTV system please contact the ICT Network Manager through the school reception.

For general enquiries please contact the Business Manager through the school reception.

IP Camera Locations 2015

Camera Number	LOCATION	PRIMARY REASONING(S)
1	Main School Front Entrance (Main Building - External)	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils. Monitor car and bus traffic.
2	Front Reception (Main Building - External)	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
3	Hall Patio Area (Main Building- External)	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
4	View of Staffroom from BSU (Main Building- External)	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
5	Drama Block (Drama Block - External)	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils. Protect parked cars and minibuses.
6	DT Entrance (DT – External)	Identification of unauthorised individuals / crime prevention and security (next to public footpath). Prevent poor pupil behaviour / protect pupils.
7	Path at the back of DT (DT - External)	Identification of unauthorised individuals / crime prevention and security (next to public footpath).
8	Back of DT / MFL (DT - External)	Identification of unauthorised individuals / crime prevention and security (next to public footpath).
9	Language Block towards Music (MFL - External)	Identification of unauthorised individuals / crime prevention and security (next to public footpath). Prevent poor pupil behaviour / protect pupils.
10	View of Back of Kitchens (MFL – External)	Identification of unauthorised individuals / crime prevention and security.
11	Back Of Music (Music - External)	Identification of unauthorised individuals / crime prevention and security (next to public footpath).
12	Carroll Courtyard (Main Building - External)	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
13	Outside Science block (Main Building -External)	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils. Protect parked cars.
14	Outside Science And Gym (Main Building - External)	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.

15	Science Block Fire Exit (Main Building - External)	Identification of unauthorised individuals / crime prevention and security (next to public footpath).
16	Inside Pupil Entrance (Main Building - Internal)	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
17	Girls Main Toilet (Main Building - Internal)	Prevent poor pupil behaviour (particularly vandalism) / protect pupils.
18	Courtyard Dining Room (Main Building - Internal)	Prevent poor pupil behaviour / protect pupils.
19	Café (Main Building - Internal)	Prevent poor pupil behaviour / protect pupils.
20	LLC (Main Building - Internal)	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
21	Room 17 (Main Building - Internal)	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
22	Room 18 (Drama - Internal)	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
23	Room 20 (Drama - Internal)	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
24	Drama Block Corridor First Floor (Drama - Internal)	Prevent poor pupil behaviour / protect pupils.
25	Gym Corridor Viewing Lockers (Main Building - Internal)	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour (particularly vandalism) / protect pupils.
26	Gym Corridor Viewing Entrance (Main Building - Internal)	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour (particularly vandalism) / protect pupils.
27	Ground Floor Front Science Staircase (Main Building - Internal)	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour (particularly vandalism) / protect pupils.
28	First Floor Front Science Staircase (Main Building - Internal)	Prevent poor pupil behaviour (particularly vandalism) / protect pupils.
29	Ground Floor Back Science Staircase (Main Building - Internal)	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour (particularly vandalism) / protect pupils.
30	First Floor Back Science Staircase (Main Building - Internal)	Prevent poor pupil behaviour (particularly vandalism) / protect pupils.
31	Girls Toilet Science (Main Building - Internal)	Prevent poor pupil behaviour (particularly vandalism) / protect pupils.
32	Boys Toilet Science (Main Building - Internal)	Prevent poor pupil behaviour (particularly vandalism) / protect pupils.

Retained Analogue Cameras

1	Boys Main Toilet (Main Building - Internal)	Prevent poor pupil behaviour (particularly vandalism) / protect pupils.
2	Drama Block (Rosla block - External) *different angle from IP camera	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils. Protect parked cars and minibuses.
3	Corridor Outside Boys Toilet (Science Block – Internal)	Prevent poor pupil behaviour (particularly vandalism) / protect pupils.
4	Back Door by SEN Office (Main Building - Internal)	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
5	Corridor Outside Boys Toilet (Drama Block – Internal)	Prevent poor pupil behaviour (particularly vandalism) / protect pupils.
6	Outside Café – (Main Building – External) *different angle from IP camera	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
7	Hall Patio Area - (Main Building – External) *different angle from IP camera	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
8	Science Block 24 - (Main Building – External) *different angle from IP camera	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils. Protect parked cars.
9	Front Reception (Main Building - External) *different angle from IP camera	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
10	Outside Pupil Entrance – (Main Building – External)	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.

*As cameras require repair or replacement a decision will be made to replace with an IP camera or not.