



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 The School expanded the CCTV system in 2015 as the existing system became out of date and poor quality and we decided to take the opportunity of using new digital, high quality systems that improve our surveillance and crime prevention on site.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 have been further additions and improvements since then including significantly relating to the school expansion in 2018 and the sports hall in 2021.

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. The exception to this is that it is used by Reception staff to view visitors requesting access through the automated entrance barrier.

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 every 2 years unless there is a significant change within that period.

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 / Pastoral Support Administrators
- Site Staff
- ICT Network Manager and Technician

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. See the Data Protection Policy.

Through the Data Protection Policy anyone can access images upon request if the request is considered appropriate. This is referred to as a Subject Access Request. All requests must be appropriately recorded.

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

The school will only retain images for a limited time. This is currently for 4 weeks. This helps with holiday periods as issues may not be spotted until staff return from that 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.

DD. December 2021

CCTV Camera Locations (December 2021)

Location - Blue Iris Cameras	Primary Reasoning(s) for Location
Girls Toilet Drama Block – camera facing sinks	Prevent poor pupil behaviour / protect pupils.
Pupil Entrance next to new Reception – camera above Library doors	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
Boys Toilet Drama Block – camera facing sinks	Prevent poor pupil behaviour / protect pupils.
MFL / Library Corridor – camera on wall near L1	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
Library Computer Area – camera above teaching wall	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
Café 1 from internal door hall side – camera next to entrance doors	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
Café 2 from external door – camera above external doors	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
Conference Room Corridor / cleaning cupboard – camera above lift	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
IT3 Classroom Drama Block – camera above teaching wall	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
Staff Room / back of kitchen – camera on DT block	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
Main School Access / Ramp – camera on corner of new Resources office	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils. Identification of visitors at barrier control by reception. Monitor traffic and parking incidents.
Car park long bin area – camera on corner of Drama Block	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils. Monitor traffic and parking incidents.
Path to old Reception – camera on Head's Office	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
Area between Drama and Main Block – camera on BSU wall	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
Hall Patio – camera on Head's Office	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
Back of Café / front of Humanities – camera on Music Block	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
Music Fire Escape – camera above fire exit doors next to public footpath	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
Music and Maths patio / driveway – camera on Music Block	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
Ramp to DT / driveway – camera on DT block	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
DT Main Entrance – camera on DT wall picking up corner of public footpath	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
Behind DT block – camera on back of Food next to public footpath	Identification of unauthorised individuals / crime prevention and security.
Gym Doors Corridor / Lockers – camera on wall opposite front entrance doors	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
Gym Corridor leading to Science / Lockers – camera above back entrance doors	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.

Fire Exit / Public Footpath back of Science Block – camera above fire exit doors	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
Science Patio – camera above catering pod	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
Rear Science staircase / fire exit / lockers – camera above fire exit doors	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
Near Science staircase / lockers – camera opposite entrance doors	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
Boys toilet Science block – camera facing sinks	Prevent poor pupil behaviour / protect pupils.
Girls toilet Science block – camera facing sinks	Prevent poor pupil behaviour / protect pupils.
Carol Courtyard – camera on Science block wall facing Café	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
Concourse (<i>installation in progress</i>)	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
English Landing	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
Art Landing	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.

Location Hikvision 1 (2018) - Humanities	Primary Reasoning(s) for Location
Back of H3 facing towards Science – camera on H3 Exterior Wall	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
Humanities rear doors / towards Carol Courtyard – camera on H3 Exterior Wall	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
Downstairs corridor / boys toilet – camera above H3 classroom	Prevent poor pupil behaviour / protect pupils.
Downstairs Main Entrance girls and staff toilets – camera above H2 classroom	Prevent poor pupil behaviour / protect pupils.
Downstairs Corridor leading to stairs – camera above main entrance doors	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
Internal Staircase – camera above stair level 1	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
Upstairs doors to top of stairs / H4 entrance – Camera opposite H4	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
Upstairs doors to external staircase / girls & boys toilets – camera above H5	Prevent poor pupil behaviour / protect pupils.
Upstairs corridor H4/H5 – camera above H6 classroom	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
Driveway / social space leading to block – camera on H1 external wall	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
Humanities main entrance / Carol Courtyard – camera on café wall	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
Front of Humanities / music steps / social space – camera on M5 wall	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
Science corridor ground floor gym side (<i>installation in progress</i>)	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
Science corridor ground floor far end (<i>installation in progress</i>)	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
Science corridor first floor gym side (<i>installation in progress</i>)	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.

Science corridor first floor gym side (<i>installation in progress</i>)	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
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Location Hikvision 2 (2017) - Maths	Primary Reasoning(s) for Location
Back of New Maths Block / public footpath – camera on external M4	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
Music Fire doors – camera on corner of M4	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
Music patio / between Maths blocks – camera on corner of M4	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
Music patio / front entrance – camera on M4 wall	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
Outside M5 / between Maths blocks – camera on M3 wall	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
Outside M6/M7 between Maths blocks – camera on M3 wall	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
Back of new Maths / public footpath – camera on M2 wall	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
Outside M6/M7 between Maths blocks – camera on M2 wall	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
DT Food external / between Maths & DT – camera on M1 wall	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.

Location Hikvision 3 (2021) – Main Block	Primary Reasoning(s) for Location
Staff parking / driveway – camera on Resources wall	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils. Monitor traffic and parking incidents.
Reception / Resources corridor – camera above Resources door	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
External reception door / ramp – camera above reception door	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
Staff parking / zebra crossing / stores – camera on Resources wall	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils. Monitor traffic and parking incidents.
Girls Toilet – camera in lobby area	Prevent poor pupil behaviour / protect pupils.
Isolation Room	Prevent poor pupil behaviour / protect pupils.
Reception waiting area – camera on wall opposite main door	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
Pupil Entrance / sports hall path – camera above entrance doors	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
Boys Toilet – camera in lobby area	Prevent poor pupil behaviour / protect pupils.
Back entrance corridor – camera opposite back doors	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
Dining Room – camera above main entrance	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
Café Extension – camera above open doorway	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
Hall Corridor – camera on corridor wall	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.

Science Patio far end – camera under canopy <i>(installation in progress)</i>	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.
Gym Store – camera pointing to canopy from side <i>(installation in progress)</i>	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils.

Location Hikvision 4 (2021) – Sports Hall	Primary Reasoning(s) for Location
Front Entrance – camera pointing down form corner of building	Identification of unauthorised individuals / crime prevention and security.
Car Park Bay 1 – camera off wall to left of reception	Identification of unauthorised individuals / crime prevention and security. Monitor traffic and parking incidents.
Car Park Bay 2 – camera off wall to right of reception	Identification of unauthorised individuals / crime prevention and security. Monitor traffic and parking incidents.
Back of main hall / tennis courts	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils and public
Sports Pitches	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils and public
Side Entrance / pathway to main school	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils and public
Climbing Wall	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils and public
Main Hall	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils and public
Plant Room	Identification of unauthorised individuals / crime prevention and security.
Reception	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils and public
Fitness Suite	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils and public
Public Corridor	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils and public
Dance Studio	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils and public
PE Corridor	Identification of unauthorised individuals / crime prevention and security. Prevent poor pupil behaviour / protect pupils and public