



Stag Lane Infant & Nursery School

Forever Learners: Achieving our dreams

CCTV Policy (Joint)

With Data Protection CCTV subject access form

- Including use of Vision Domes/Convex Mirrors

Policy written by:

Steven Pollard

Date:

November 2010

To be reviewed:

November 2012

Unless an amendment is necessary prior to this date

STRONGLY RECOMMENDED

This policy should be read in conjunction with the schools' policies on:

**Safeguarding
Data protection**



STAG LANE SCHOOLS' CCTV POLICY



INFANT AND NURSERY SCHOOL POLICY

1. Introduction

1.1 The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Stag Lane Junior and Infant School, hereafter referred to as 'the school'.

1.2 The system comprises a number of fixed and dome cameras located around the school site. All cameras are monitored from two Central Control points and are only available to selected senior staff and the Site Supervisor.

1.3 This Code follows Data Protection Act guidelines.

1.4 The Code of Practice will be subject to review bi-annually to include consultation as appropriate with interested parties.

1.5 The CCTV system is owned by the school.

1.6 The system was installed by IC2 and the school has a yearly maintenance contract with them .Their details are ...

iC2 CCTV and Security

Specialists (UK) Ltd

Provident House

Burrell Row

High Street

Beckenham

Kent BR3 1AT

Tele 0208 249 6495

Fax 0208 249 6496

info@ic2cctv.com

2. Objectives of the CCTV scheme

- 2.1 (a) To protect the school buildings and their assets
- (b) To increase personal safety and reduce the fear of crime
- (c) To support the Police in a bid to deter and detect crime
- (d) To assist in identifying, apprehending and prosecuting offenders
- (e) To protect members of the public and private property
- (f) To assist in managing the school

3. Statement of intent

3.1 The CCTV Scheme will be registered with the Information Commissioner under the terms of the Data Protection Act 1998 and will seek to comply with the requirements both of the Data Protection Act and the Commissioner's Code of Practice.

3.2 The school will treat the system and all information, documents and recordings obtained and used as data which are protected by the Act.

3.3 Cameras will be used to monitor activities within the school and its car parks and other public areas to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and well being of the school, together with its visitors.

3.4.1 Staff have been instructed that static cameras are not to focus on private homes, gardens and other areas of private property.

3.4.2 Unless an immediate response to events is required, staff must not direct cameras at an individual, their property or a specific group of individuals, without an authorisation being obtained using the school's forms for Directed Surveillance to take place, as set out in the Regulation of Investigatory Power Act 2000.

3.5 Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Copies of incidents will only be released to the media for use in the investigation of a specific crime and with the written authority of the police. Copies of incidents will never be released to the media for purposes of entertainment.

3.6 The planning and design has endeavoured to ensure that the Scheme will give maximum effectiveness and efficiency but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

3.7 Warning signs, as required by the Code of Practice of the Information Commissioner have been placed at various points around the school that are covered by.

4. Operation and maintenance of the system

4.1 The Scheme will be administered and managed by the Head Teachers of both schools, in accordance with the principles and objectives expressed in the code.

4.2 The day-to-day management will be the responsibility of both the Senior Management Team and the Site Supervisor during the day and the Site Supervisor out of hours and at weekends.

4.3 The Control Points will only be staffed by admin dept for both schools.

4.4 The CCTV system will be operated 24 hours each day, every day of the year.

4.5 The system for both schools was installed by IC2 and is also maintained by them.

4.6 The Junior School system has 16 cameras ... 10 of which are internal and 6 external

4.7 The Infant School has 9 cameras... 1 of which is internal and 8 external.

4.8 The camera that focuses on the Main Entrance is on both systems

5. Control Points

5.1 The Site Supervisor will check and confirm the efficiency of the system daily and in particular that the equipment is properly recording and that cameras are functional. There are three of these points .One in the Finance office in Junior School, one in the Admin office of Infant school and one at the front reception desk.

Only both admin office points can burn incidents.

The New Build has its own stand alone system that can not burn or record incidents only view. Only the Finance and Admin points can view and burn past incidents.

5.2 Access to the CCTV Controls will be strictly limited to the Heads, Assist Heads & the Site Supervisor.

5.3 Unless an immediate response to events is required, staff in the CCTV Control Points must not direct cameras at an individual or a specific group of individuals.

5.4 Visitors and other contractors wishing to enter the Control Points will be subject to particular arrangement as outlined below.

5.5 The Heads, Asst Heads or Site Supervisor must satisfy themselves over the identity of any other visitors to the Control Point and the purpose of the visit. Where any doubt exists access will be refused. Details of all visits and visitors will be endorsed in the Control Point log book.

5.6 The system may generate a certain amount of interest. It is vital that operations are managed with the minimum of disruption. Casual visits will not be permitted. Visitors must first obtain permission from the Heads or the Site Supervisor, or his deputy and must be accompanied by him throughout the visit.

5.7 Any visit may be immediately curtailed if prevailing operational requirements make this necessary.

5.8 If out of hours emergency maintenance arises, the Site Supervisor must be satisfied of the identity and purpose of contractors before allowing entry.

5.9 A log book will be maintained at both of the Control Points. Full details of incidents including time/data of entry and reason for viewing must be logged.

5.10 Other administrative functions will include maintaining CD copies and hard disc space, filing and maintaining occurrence and system maintenance logs.

5.11 Emergency procedures will be used in appropriate cases to call the Emergency Services.

6. Liaison

6.1 Liaison meetings may be held with all bodies involved in the support of the system.

7. Monitoring procedures

7.1 Camera surveillance may be maintained at all times.

7.2. There are four monitor points. One in the Junior School Finance office. One in the Infant Admin Office. One in the Reception pod. And a separate stand alone system which has its screen in the Junior School library. (This system can not record incidents)

7.3 When reviewing any incidents, no one other than authorised personal should be present when reviewing any CCTV footage.

7.4 There is a 30 day period after which all data kept on the hard drive on the system is overwritten. This is done automatically and ensures that no data is kept for longer than it should be. Should any data need to be kept it should be burned to CD as indicated in paragraph 8 below.

8. CD procedures

8.1 In order to maintain and preserve the integrity of the CD's used to record events from the hard drive and the facility to use them in any future proceedings, the following procedures for their use and retention must be strictly adhered to:

(i) Each CD must be identified by a unique mark or incident title.

(ii) The controller shall register the date and time of CD used, including CD reference.

(iii) A CD required for evidential purposes must be sealed, witnessed, signed by the controller, dated and stored in a separate, secure, evidence tape store. If a tape is not copied

for the police before it is sealed, a copy may be made at a later date providing that it is then resealed, witnessed, signed by the Heads or Site Supervisor, dated and returned to the evidence CD store.

(iv) If the CD is archived the reference must be noted and then each CD is placed in a confidential case and put in the school safe.

(v) No one other than authorised personal should be present when a CD is burned, or when an incident is viewed.

8.2 CD's or the hard drive may be viewed by the Police for the prevention and detection of crime, authorised officers of Devon County Council for supervisory purposes, authorised demonstration and training.

8.3 A record will be maintained of the release of CD's to the Police or other authorised applicants. A register will be available for this purpose.

8.4 Viewing of CD's or hard drive by the Police must be recorded in writing and in the log book. Requests by the Police can only be actioned under section 29 of the Data Protection Act 1998.

8.5 Should a CD be required as evidence, a copy may be released to the Police under the procedures described in paragraph 8.1 (iv) of this Code. CD's will only be released to the Police on the clear understanding that the CD's remains the property of the school, and both the CD and information contained on it are to be treated in accordance with this code. The school also retains the right to refuse permission for the Police to pass to any other person the tape or any part of the information contained thereon. On occasions when a Court requires the release of an original CD this will be produced from the secure evidence CD store, complete in its sealed bag.

8.6 The Police may require the school to retain the stored CD's for possible use as evidence in the future. Such CD's will be properly indexed and properly and securely stored until they are needed by the Police.

8.7 Applications received from outside bodies (e.g. solicitors) to view or release CD's will be referred to the Head Teaches. In these circumstances CD's will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, a subject access request, or in response to a Court Order. A fee can be charged in such circumstances: £10 for subject access requests; a sum not exceeding the cost of materials in other cases.

9. Training

9.1 Training will be given to those individuals that have been chosen by the Heads to monitor and or replay and burn incidents. These are the Office Managers for each school, the Site Supervisor, Both Heads and their deputies.

9.2 An annual refresher training course will be given for all chosen staff.

9. Breaches of the code (including breaches of security)

9.1 Any breach of the Code of Practice by school staff will be initially investigated by the Head Teachers, in order for him/her to take the appropriate disciplinary action.

9.2 Any serious breach of the Code of Practice will be immediately investigated and an independent investigation carried out to make recommendations on how to remedy the breach.

10. Assessment of the scheme and code of practice

10.1 Performance monitoring, including random operating checks, may be carried out by the Site Manager.

11. Complaints

11.1.1 Any complaints about the school's CCTV system should be addressed to the Head Teacher.

11.2 Complaints will be investigated in accordance with Section 9 of this Code.

12 Access by the Data Subject

12.1 The Data Protection Act provides Data Subjects (individuals to whom "personal data" relate) with a right to data held about themselves, including those obtained by CCTV.

12.2 Requests for Data Subject Access should be made on an application form available from the Head Teachers.

The forms will also be available to the public, via the Head Teachers

13. Public information

Copies of this Code of Practice will be available to the public from the School Office and the Head Teacher.

14. Infant School camera positions and reasons for situation

Camera 1 Position. Infant School Playground.

This camera views the access gates into Infant School playground and insures the gates are not left open and premises are secure and guards against unlawful access.

Camera 2 Position Rear Elevation looking towards reception gates.

The camera is positioned to check on the rear Year 1 fire exit doors and guards against unlawful access to premises.

Camera 3 Position Mobile Classroom Entry Steps.

This camera is positioned to look at the entry steps of the mobile classrooms and to check on the safety of pupils and staff that might feel vulnerable and guards against unlawful access.

Camera 4 Position Car Park

This camera views the majority of the car park and the safety barrier. It is positioned to make sure that people park correctly, oversee the safety of vehicles and make sure that the barrier is always in the correct position.

Camera 5 Position Rear Staff Exit/Entrance to Car Park.

This camera views the staff exit/ entrance doors to car park and is there to monitor safety and make sure it is closed at all time and guards against unlawful access .

Camera 6 Position Rear Elevation looking towards the Mobile Classrooms.

This camera checks the rear exterior of the building and guards against unlawful access.

Camera 7 Position Front Main Entrance Doors.

This camera allows the front reception desk to safely let all persons into and out of the premises. It also guards against unlawful access.

Camera 8 Position Kitchen Door Entrance

This camera views the entrance and exit to the Kitchen and allows the reception to let authorised persons access .It also guards against unlawful access.

Camera 9 Position Blue Exit Doors to Mobile Classrooms.

This camera views the exit and entrance to the Mobile Classrooms and the field. It also guards against unlawful access.

The system we have installed in the Infant School has 16 possible camera points of which only nine are used.

There may be future additions made to the system, and this policy will be updated as and when necessary.

15. Infant School position of Vision Domes/ Convex Mirrors

There was a need identified around the school that a safer method of pedestrian traffic flow could be gained by the use of mirrored vision domes.

These units have been placed at certain locations to provide individuals inside the school with a greater view of pedestrian cross over points.

They give all users a clear vision of what may be round a blind spot, and so can reduce the risk of potential.

There are 7 vision domes position on the ground floor at various points.

There are also 5 convex angle mirrors, 4 of which are outside and 1 inside to help with difficult movement of vehicles.

Vision Domes

1 Reception Area.

This is positioned so that there can be safe pupil and staff movement round a difficult corner and where there is high pedestrian movement at all times of the day.

2 Junction of Year 1 corridor and Hall corridor.

This is positioned on the Year 1 corridor wall so that there can be safe movement from the Hall corridor into the Year 1 corridor.

3 Bottom of the Staircase 2.

This is positioned on the ceiling so that there can be safe movement at a busy junction of where four traffic flows meet.

4 Junction of Year 1 corridor and ICT corridor.

This is positioned on the Year 1 wall and is to provide safe movement at a busy junction of three pedestrian traffic flows.

5 Junction of ICT corridor and Administration Corridor.

This is positioned on the wall of the Admin Corridor and is to provide safe movement at a busy junction of three pedestrian traffic flows.

6 Outside Infant Welfare Office

This is position on the ceiling and is there to provide safe movement at a busy junction of four pedestrian traffic flows

7 Bottom of Staircase 4

This is positioned on the wall of the Admin Corridor and is to provide safe movement at a busy junction of three pedestrian traffic flows.

Convex Mirrors

1 Junction of Junior Art Room Corridor and Reception Area.

This is position to provide safe movement at a busy junction of two pedestrian traffic flows.

2 Left Hand side of Car Park Exit

This is positioned to provide vehicles with safe exit from the School Car Park.

3 Right hand side of Car Park Exit

This is positioned to provide vehicles with safe exit from the School Car Park.

4 Corner of Car Park Exit next to Site Supervisors garden.

This is to provide safe movement of vehicles around a tight corner.

5 Corner of Lilac Mobile Classroom.

This is to provide safe movement of vehicles around a tight corner.

Summary of Key Points

- This Code of Practice will be reviewed every two years.
- The CCTV system is owned and operated by the school.
- The Control points will not be manned out of school hours.
- The Control points not open to visitors except by prior arrangement and good reason.
- Liaison meetings may be held with the Police and other bodies.
- Recording CD's will be used properly indexed, stored and destroyed after appropriate use.
- CD's may only be viewed by Authorised School Officers, Control point staff and the Police.
- CD's required as evidence will be properly recorded witnessed and packaged before copies are released to the police.
- CD's will not be made available to the media for commercial or entertainment.
- CD's will be disposed of securely by incineration.
- Any breaches of this code will be investigated by the Head Teachers. An independent investigation will be carried out for serious breaches.
- Breaches of the code and remedies will be reported to the Head Teachers.

This document was produced November 2010 and is due to be reviewed November 2012

Junior School Scheme Registration Number :- Z 7248890 (expires March 2012)

Infant School Scheme Registration Number :- Z 5173257 (expires Nov 2010 and new one applied for)



STAG LANE SCHOOLS CCTV POLICY



DATA PROTECTION ACT 1998 CCTV Subject Access Application Form

This form is to be completed when you request information pertaining to you or your child, which has been recorded on CCTV by Stag Lane Schools. We will keep this form on file for 2 years after we reply to your request. Your request may take up to one calendar month to process. We may transfer some of the information you give on this form to a computerised database to help us monitor and improve our performance. After two years we will destroy this form and delete identifying details from our database.

Date of request.....

Name.....Mr/Mrs/Miss/Ms

Address.....

.....

.....

Postcode.....Telephone No.....

Location of camera.....

Relevant dates

Relevant Times.....

Data Subject Declaration

I wish to access personal data in the form of CCTV images that Stag Lane School has recorded on its CCTV system.

I understand that the School may need to contact me to confirm my identity.

I understand the School may need more information from me to find the personal data that I have requested.

The 30 day reply period will begin once I provide all the information the School needs to find my personal data.

Please send me the information I am entitled to under section 7(1) of Data Protection Act 1998.

Signed.....date.....

Please return this form to....

Stag Lane Junior /Infant School

Collier Drive

Edgware

Middlesex

HA8 5RU

Or by fax to 0208 905 6039 (Infant) 0208 951 3750 (Junior)

Or by email to..

office@staglaneinfant.harrow.sch.uk or

office@staglanejunior.harrow.sch.uk

