

Staff Member Responsible:	NEL
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Required on Website:	Yes



THE GILBERD SCHOOL

CCTV and BWV Policy

Revision Details	
March 2024	Amendment to include Body Worn Video cameras (BWV) being used for the safety and security of staff and students.
January 2022	Amend Headteacher to Executive Headteacher on all occasions. Authorisation to view the CCTV footage to be given by Executive Headteacher, Head of School or Deputy Headteacher.
October 2019	Removal of Approved by Policies Committee. Reference to the Behavior Policy has been changed to Student Code of Conduct Policy. Reference to the Safeguarding Policy has been changed to Child Protection Policy. Reference to the Disciplinary Procedure has been changed to Staff Disciplinary & Dismissal Procedure. Storage and Retention of CCTV Images – expanded to include off-site back up virtual server. Access to CCTV Images – The word digital has been added (A CCTV digital log)
December 2017	Background - expanded to clarify need for CCTV and change to we do have sound recording. Statement of Intent - tells how people are made aware that we operate CCTV. Storage and retention of CCT Images – changes to security and length of time images are kept. Subject Access Requests – Change of General Data Protection from May 2018 and changed requests within 30 working days rather than calendar days. Access to CCTV Images – took out the word staff. Access to and Disclosure to Third parties – Take out Chair of Governors Related Policies – Added more Minor typographical errors.

Background

The Gilbert School uses closed circuit television (CCTV) images to monitor the school in order to provide a safe and secure environment for students, staff and visitors. CCTV helps the school identify any illegal or unauthorised entry into the school, the causes of accidents or fires, vandalism and conduct (see The Gilbert School Student Code of Conduct Policy for further information).

The system comprises a number of fixed and dome cameras located both internally and externally. The system will be in operation 24 hours a day, every day of the year. The system does have sound recording capability.

The CCTV system is owned and operated by the school and the deployment of which is determined by the school's Senior Leadership Team. The CCTV is monitored centrally.

Statement of Intent

CCTV warning signs will be clearly and prominently placed at all external entrances to the school gates. Members of the school community will be made aware of the use of CCTV by the signage and the CCTV Policy on the website.

Siting the Cameras

Cameras will be sited so they only capture images relevant to the purposes for which they are installed and care will be taken to ensure that reasonable privacy expectations are not violated. The school will ensure that the location of equipment is carefully considered and the school will make every effort to position cameras so that their coverage is restricted to school premises, which may include outdoor areas.

Cameras are located in the medical room adjacent to Student Reception for the purpose of ensuring the safety of any student who may be unwell and need this facility. In the event of a student needing to change clothes, they would use the nearby toilet facilities or the camera would be switched off.

Covert Monitoring

The school may in exceptional circumstances set up covert monitoring, for example:

- Where there is good cause to suspect that an illegal or unauthorised action(s) is(are) taking place, or where there are grounds to suspect serious misconduct or misbehaviour
- Where notifying the individuals about the monitoring would seriously prejudice the reason for making the recording.

In these circumstances authorisation must be obtained from either the Executive Headteacher and/or the Chair of Governors.

Covert monitoring must cease following completion of the investigation.

Cameras sited for the purpose of covert monitoring will not be used in areas which are reasonably expected to be private, for example toilets.

Storage and Retention of CCTV Images

The system is located in a secure room. Recorded data will not be retained for longer than is necessary. While retained, the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of the people whose images have been recorded.

All retained data will be stored on password protected school computer servers, (the off-site back up is on encrypted and password protected virtual servers) and will be strictly limited to viewing by the appropriate senior staff and with relevant staff to any particular incident. Images are held available for 30 days unless they are downloaded. Downloaded images will only be kept for as long as any investigation requires it.

Body Worn Video cameras (BWV)

BWV cameras will be worn by staff during lunch breaks to maintain and enhance the safety and security of staff and students in the school. Footage will not be recorded routinely but staff will announce that recording will be starting to ensure their use is limited for this purpose only. The cameras are clearly labelled with 'video and audio recording'.

Access to CCTV and BWV Images

Access to recorded images will be restricted to those authorised to view them by the Senior Leadership Team and the Police if requested as part of an investigation. They will not be made more widely available.

A CCTV and BWV digital log will be maintained recording details of any requests for access to the system and the details of any data supplied, to whom, when and for what purpose. Applications from outside bodies (e.g. solicitors) to view or release records will be referred to the Executive Headteacher. Charges will be made to cover the costs of production and administration.

Subject Access Requests (SAR)

Individuals have the right to request access to CCTV and BWV footage relating to themselves under the 2018 Data Protection Act (GDPR).

If there is an issue with any staff/student/visitor requesting they view an image, this should be made in writing to the Executive Headteacher. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time and location.

The school will respond to access requests within 30 working days of receiving the written request.

The school reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an ongoing investigation.

Access to and Disclosure of Images to Third Parties

There will be no disclosure of recorded data to third parties other than to authorised personnel such as the police and service providers to the school where these would reasonably need access to the data (e.g. investigators).

Requests should be made in writing to the Executive Headteacher.

The data may be used within the school's Disciplinary and Grievance Policy as required and will be subject to the usual confidentiality requirements of those procedures.

Complaints

Complaints and enquiries about the operation of CCTV within the school should be directed to the Headteacher in the first instance.

Public Information

A copy of this policy can be found on the school website (www.gilberd.com)

Related Policies

This policy links with our Student Code of Conduct, Child Protection Policy, Staff Disciplinary & Dismissal Procedure, Grievance, Whistleblowing and Electronic Use Policies.