

CCTV Policy

St Aidan's CE Academy



Updated: April 2026

Review Date: April 2027

CCTV 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 St Aidan's CE Academy. Cameras are used to monitor activities within the school grounds, its car park and other public areas to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and wellbeing of the school, together with its staff, students and visitors.

1.2 CCTV monitoring and recording systems will only be installed in or on school property when this has been reviewed and approved by the school governing body.

1.3 The system comprises a number of fixed cameras located externally around the school. These are monitored by appropriate personnel.

1.4 The CCTV policy will be registered with the Information Commissioner under the terms of the Data Protection Act 2018. The schools use of CCTV complies with the requirements of the Data Protection and, where applicable, the Regulation of Investigatory Powers Act 2000.

1.5 This policy document will be subject to review every 2 years to include consultation as appropriate with interested parties.

1.6 The CCTV system is owned by the school.

1.7 Independently installed and operated CCTV systems by staff/students will not be permitted on any school property and where found actions will be taken to close these systems down.

2. Objectives of the CCTV Policy

2.1 The objectives of the CCTV Policy are to:

- a) Improve the safety and security of pupils, staff, and visitors;
- b) Protect the school buildings and internal infrastructure;
- c) Improve pupil behaviour;
- d) Reduce vandalism;
- e) Provide assistance in the detection and prevention of crime;
- f) So parents have the assurance that their children are safe whilst in school.

3. Operation of the CCTV System

3.1 Management of the system

3.1.1 The CCTV operating system will be administered and managed by the School Office in accordance with the principles and objectives expressed in the school policy document.

3.1.2 The day-to-day management will be the responsibility of both the School Office and Head Teacher during the working week, outside normal hours and at weekends.

3.1.3 All cameras are monitored on the respective site where they operate, but can be monitored by authorised personal on computers within the School Office by use of the 'CCTV Window' programmes.

3.1.4 The CCTV system will be operated 24 hours a day, 365 days of the year.

3.1.5 Emergency procedures will be used when it becomes necessary to call the Emergency Services.

3.1.6 Warning signs, as required by the Code of Practice of the Information Commissioner, will be placed at all access routes to areas covered by the school's CCTV cameras.

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

3.2. System control - Monitoring procedures:

On a daily basis a member of the School Office, will check and confirm the efficiency of the system, ensuring that:

- the cameras are functional
- the equipment is properly recording

3.2.2 Access to the CCTV System will be strictly limited to the School Office and specific authorised persons. Unauthorised persons are not permitted to view live or pre-recorded footage.

3.2.3 Unless an immediate response to events is required, cameras must not be re-directed without an authorisation being obtained from Head Teacher, as set out in the Regulation of Investigatory Power Act 2000.

If covert surveillance is planned or has taken place, copies of the written authorisation, including any review or cancellation, must be returned to the Head Teacher.

Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose.

Recording is carried out on digital data apparatus. These are located within the School Office.

Recorded data will only be released to the media for use in the investigation of a specific crime and with the written authority of the police. Recorded data will never be released to the media for purposes of entertainment.

3.3 Exemptions:

3.3.1 The CCTV system is designed to ensure 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.

3.4 Retention and disposal of material:

Footage will be stored on a hard drive for up to 30 days.

Footage will only be stored on data disks if footage is requested by external agencies in the process of detecting crime and in the prosecution of offenders.

4. Digital Recording Procedures

4.1 Rules for retention of data

4.1.1 Each piece of CCTV recording equipment must be identified by a unique mark or serial number. This is maintained by the School Office.

4.1.2 Each piece of CCTV recording equipment must be kept in a secure location with access restricted to authorised staff.

4.1.3 The School Office shall check daily to ensure the system is operational.

4.2 Dealing with official requests: use of CCTV in relation to criminal investigations:

4.2.1 CCTV recorded images may be viewed by the Police for the prevention and detection of crime and authorised personnel of St Aidan's CE Academy.

4.2.2 A record will be maintained of the release of Data on Disk to the Police or other authorised applicants. A register will be available for this purpose.

4.2.3 Viewing of CCTV images by the Police must be recorded in writing and entered in the log book. This will be under the management of the School Office. Requests by the Police can only be actioned under section 29 of the Data Protection Act 2018.

4.2.4 Should a disk be required as evidence; a copy may be released to the Police only on the production of a crime reference number and associated police documentation. Disks will only be released to the Police on the clear understanding that the disk remains the property of the School, and both the disk and information contained on it are to be treated in accordance with this policy.

4.2.5 The school retains the right to refuse permission for the Police to pass to any other person the disk or any part of the information contained therein.

4.2.6 The Police may require the school to retain the stored disk(s) for possible use as evidence in the future. Such disk(s) will be properly indexed and securely stored under the management of the School Office until they are needed by the Police.

4.2.7 Applications received from outside bodies (e.g. solicitors) to view or release disks will be referred to the School Office. In these circumstances' disks will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, or in response to a Court Order. A fee can be charged in such circumstances.

5. Breaches of the Policy (Including breaches of security)

5.1 Any breach of the Policy will be investigated by the Head Teacher or their nominated deputy, in order for him/her to initiate the appropriate disciplinary action.

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

6. Assessment of the Scheme

6.1 Performance monitoring, including random operating checks, may be carried out by the Head Teacher or his/her nominated deputy.

7. Complaints

7.1 Any complaints about the school's CCTV system should be addressed to the School Office, St Aidan's CE Academy, Smithy Close, Skelmanthorpe, Huddersfield, HD8 9DQ

7.2 Complaints will be investigated in accordance with Section 5 of this policy.

8. Access by the Data Subject

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

8.2 Requests for information, including Data Subject Access Requests, should be sent to: The School Office, Smithy Close, Skelmanthorpe, Huddersfield, HD8 9DQ