

EWANRIGG JUNIOR SCHOOL CCTV PROCEDURE

1. Introduction

The system comprises a number of fixed and dome cameras located around the school site. All cameras are monitored from the Main Office where the monitor is situated.

The CCTV system is owned by the school.

2. Operation of the system

CCTV will be administered and managed by the Head teacher, Yvonne Craig. The day-to-day management will be the responsibility of the Headteacher, Yvonne Craig, assisted by Office Staff. The CCTV system will be operated 24 hours each day, every day of the year.

3. School Office The Office Staff will check and confirm the efficiency of the system.

4. Monitoring procedures Camera surveillance may be maintained at all times.

A monitor is installed in the Office to which pictures will be continuously recorded.

5. Video tape/dvd/cd procedures

(i) Each tape/dvd/cd must be identified by a unique mark.

(ii) Before using each tape/dvd/cd/ must be cleaned of any previous recording.

(iii) The Office Staff shall register the date and time of tape/dvd/cd insert, including tape/dvd/cd reference.

(iv) A tape/dvd/cd required for evidential purposes must be sealed, witnessed, signed by the Head, dated and stored in a separate, secure, evidence tape/dvd/cd store. If a tape/dvd/cd 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 Office Staff, dated and returned to the evidence tape/dvd/cd store.

(v) If the tape/dvd/cd is archived the reference must be noted.

Tape/dvd/cd may be viewed by the Police for the prevention and detection of crime, authorised officers of Cumbria County Council for supervisory purposes, authorised demonstration and training.

Viewing of tape/dvd/cds 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.

Should a tape/dvd/cd be required as evidence, a copy may be released to the Police under the procedures. Tape/dvd/cds will only be released to the Police on the clear understanding that the tape/dvd/cd remains the property of the school, and both the tape/dvd/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/dvd/cd or any part of the information contained thereon. On occasions when a Court requires there lease of an original tape/dvd/cd this will be produced from the secure evidence tape/dvd/cd store, complete in its sealed bag.

The Police may require the school to retain the stored tape/dvd/cd for possible use as evidence in the future. Such tape/dvd/cd will be properly indexed and properly and securely stored until they are needed by the Police. Applications received from outside bodies to view or release tape/dvd/cd will be referred to the Headteacher, Yvonne Craig. In these circumstances tape/dvd/cd 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.

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

Any breach of the Code of Practice by school staff will be initially investigated by the Headteacher, Yvonne Craig, in order for her to take the appropriate disciplinary action.

7. Assessment of the scheme and code of practice

Performance monitoring, including random operating checks, may be carried out by the Headteacher, Yvonne Craig or Office Staff.

8. Complaints

Any complaints about the school's CCTV system should be addressed to the Headteacher, Yvonne Craig. Complaints will be investigated.

9 Access by the Data Subject

Refer to Data Handling policy

Refer to Health and Safety Policy