



Use of CCTV Code of Practice

ASPIRE

ACHIEVEMENT * SUPPORT * PERSEVERANCE * INDIVIDUALITY * RESPECT * EXCELLENCE

1. Introduction

- 1.1. The purpose of this Code of Practice is to regulate the management operation and use of the closed-circuit television (CCTV) system at The Henry Cort Community College, hereafter referred to as the college.
- 1.2. The system comprises several CCTV cameras located in and around the college site. CCTV images are retained and are only directly available to the IT Team and Site Team. Any requests for images from CCTV must be made through selected Senior Leadership Staff only. These are the Principal, Vice-Principal, Assistant Principal: Attendance and Safeguarding, Assistant Principal: Behaviour and Safeguarding.
- 1.3. This code follows Data Protection Act guidelines.
- 1.4. The Code of Practice will be subject to review bi-annually or as necessary to include consultation as appropriate with interested parties.
- 1.5. The CCTV system is owned by the college.

2. Objectives of the CCTV Scheme

- 2.1 To protect the college buildings and their assets.
- 2.2 To increase personal safety and reduce the fear of crime.
- 2.3 To support the Police in a bid to deter and detect crime.
- 2.4 To assist in identifying, apprehending and prosecuting offenders.
- 2.5 To protect members of the public and private property.
- 2.6 To assist in managing the college.

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 Data Protection Act and the Commissioner's Code of Practice.
- 3.2. The college will treat the system and all information, documents and recordings (audio and visual) obtained and used as data which are protected by the Act.
- 3.3. Cameras will be used to monitor activities within the college and its car parks and other public areas to identify criminal activity occurring, anticipated, or perceived, and for the purpose of securing the safety and well-being of the college together with its visitors.
- 3.4. Unless an immediate response to events is required, staff must not direct cameras at an individual, their property or a specific group of individuals. Where a response is needed this will be requested through the named SLT directly to ITsupport@henrycort.co.uk where the request is logged with the reason clearly stated and time date stamped.

- 3.5. Materials or knowledge secured because of CCTV will not be used for any commercial purpose. Images will only be released to the media for use in the investigation of a specific crime and with the written authority of the Police. Images will never be released to the media for purposes of entertainment.
- 3.6. The planning and design have 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 all access routes to areas covered by the college CCTV.

4. Operation of the System

- 4.1. The scheme will be managed by the Principal, in accordance with the principles and objectives expressed in the code.
- 4.2. The day-to-day management will be the responsibility of the Senior Site Manager and IT Network Manager, including out of hours and weekends.
- 4.3. The college will decide if CCTV operation is always needed in all areas, i.e. some cameras may only operate at set times depending on need or if activated by motion sensor.
- 4.4. The CCTV system is operational 24 hours each day, every day of the year based on triggered activity. They can capture a minimum of 20 frames per second and recordings can be retained for 30 days. They will have an accurate time and date stamp.
- 4.5. The IT Manager will check and confirm the efficiency of the system weekly, and that the equipment is properly recording and that cameras are functional.
- 4.6. Unless an immediate response to events is required, CCTV cameras must not be directed at an individual or a specific group of individuals.
- 4.7. Images are only accessed by selected senior staff via a secure platform as required. Images requested will be seen in the first instance by the Principal, Vice-Principal, Assistant Principal: Behaviour & Safeguarding, Assistant Principal: Attendance & Safeguarding, Behaviour Manager or Operational Safeguarding Lead who will then determine next steps. (See [Appendix 1](#) for process of accessing images)
- 4.8. Images will not be shared with parents/carers unless a formal request for Data Subject Access is made in writing to the Principal.
- 4.9. If out of hours emergency maintenance arises, the Site Team must be satisfied of the identity and purpose of contractors before allowing entry.

5. Monitoring Procedures

- 5.1. Camera surveillance may be maintained at all times.
- 5.2. Access to CCTV is through a web browser. This is password protected and full access is restricted to the IT Team and Site Team.

5.3. If covert surveillance is planned or has taken place copies of the Authorisation Forms, including any Review, or Cancellation must be returned to the Corporate Monitoring Officer, Hampshire County Council, Chief Executive's Department, Elizabeth II Court, The Castle, Winchester, Hants SO23 8UJ.

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

6.1. Any breach of the Code of Practice by college staff will result in an investigation instigated by the Principal, for them to take the appropriate disciplinary action.

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

7. Complaints

7.1. Any complaints about the college CCTV system should be addressed to the Principal.

7.2. Complaints will be investigated in accordance with Section 8 of this Code.

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 data held about themselves, including those obtained by CCTV.

8.2. Requests for Data Subject Access should be made in writing to the Principal, who must usually provide this free of charge within one calendar month.

9. Public Information

9.1. Copies of this Code of Practice will be available on our website - www.henrycort.hants.sch.uk/policies

This policy is supported by the Data Protection Policy.

APPENDIX 1

Process for accessing images in the school day

1. Member of staff has a reason to request CCTV footage*. Time, reason and location to be clear. This is reported to a member of the Senior Leadership Team with authority to request image release.
2. Senior Leadership Team (SLT) member authorise CCTV request to IT support. SLT members - Principal, Vice-Principal, Assistant Principal - Behaviour and Safeguarding, Assistant Principal - Attendance and Safeguarding only.
3. IT support to log request and download CCTV footage for the timeframe and location stated, save on secure network in a restricted access file. Requesting SLT member informed through the ticket raised, hyperlink to footage included.

4. Requesting SLT member/ Behaviour Manager/ Operational Safeguarding Lead to watch CCTV footage and decide next steps. This may require Behaviour Manager or Operational Safeguarding Lead viewing CCTV.
5. SLT member / Behaviour Manager / Operational Safeguarding Lead to use CCTV footage as required in investigations. When complete, reporting member of staff to be updated that it has been investigated and outcome as appropriate.

**Reasons staff members may request CCTV footage:*

- *when there is suspicion or deliberate damage to college property*
- *when there has been a theft of college equipment*
- *when it is highly likely that a student has self-harmed to harm to others that requires further investigation than just student/staff statements*
- *where it is believed a student has a banned item on them*
- *an urgent safeguarding concern 666*

Accessing images whilst lone working or out of college hours.

In exceptional circumstance the Site Team may be required to access CCTV footage in relation to a crime which has occurred whilst "Lone Working" or "Out of college hours". This would be at the request of the Police, Principal or Senior member of SLT following an issue reported by the initial Keyholder "Kestrel Guards".

In a Lone Working situation, during normal operating times for the college, evenings & weekends, the duty Site Staff will inform the Principal or other Senior SLT members of the request & follow Process for Accessing Images as Appendix 1.

If no immediate request to view images is made, the college keyholder will inform the Senior Site Manager who will follow the Process for Accessing Images the next working day.

Out of college hours:

Monday – Friday 2230hrs - 0700hrs weekdays

Saturday between 1630hrs - 0900hrs Sunday

Sunday 1500hrs - 0700hrs Monday

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