

Worlingham CEVC Primary School

CCTV, PHOTOGRAPHY AND DIGITAL RECORDING POLICY

*Like a tree firmly planted by streams of living water we will grow
in knowledge, love, faith and wisdom. Based on Psalm 1:3*



CCTV

Worlingham CEVC Primary School uses closed circuit television (CCTV) images to reduce crime and monitor the school buildings in order to provide a safe and secure environment for pupils, staff and visitors, and to prevent the loss or damage to school property.

This policy sets out how the school's approach to the use of CCTV affects individuals.

Cameras are normally located at the front and rear of the school around entrances/exits which comprises of two fixed cameras. The system does not have sound recording capability.

In areas of surveillance, signs will be displayed prominently to inform individuals that CCTV is in use and the school will ensure that all cameras are set up in a way that ensures that there is minimal intrusion of privacy, and that any intrusion is fully justified.

The CCTV cameras are owned and operated by the school and the deployment of which is determined by the school's leadership team.

The CCTV footage is only monitored when required by ICT Technician and leadership team.

All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images. All operators are trained by the school data controller in their responsibilities under the CCTV Code of Practice. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images.

The introduction of, or changes to, CCTV monitoring will be subject to consultation with staff and the school community.

The school's CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act. The use of CCTV, and the associated images and any sound recordings, is covered by the Data Protection Act.

Purpose of CCTV

The school will not use CCTV for monitoring the work of employees or finding out whether or not they are complying with the school's policies and procedures.

Limits on use of CCTV

CCTV will not be operated in toilets, private offices or changing rooms, unless this is necessary for the investigation of a serious crime or there are circumstances in which there is a serious risk to health and safety or to the operation of the school. CCTV will be used in this way only where it is a proportionate means of achieving the aim in the circumstances.

Covert CCTV will only ever be set up for the investigation or detection of crime or serious misconduct. The use of covert CCTV will be justified only in circumstances where the investigator

has a reasonable suspicion that the crime or serious misconduct is taking place and where CCTV use is likely to be a proportionate means of securing evidence.

Evidence from CCTV footage

CCTV evidence may be used against an employee in disciplinary proceedings only where such evidence tends to show, in the reasonable belief of the employer, that they have been guilty of serious misconduct. The employee will be given a chance to see and respond to the images in these circumstances.

Storage of CCTV footage

Recorded data is 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. Images from CCTV footage will be securely stored and only authorised personnel will have access to them.

Subject Access Requests (SAR)

Individuals whose images are recorded have a right to view images of themselves and to be provided with a copy of the images.

All requests should be made in writing to the 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 requests within 40 calendar days of receiving the written request and a fee of £10 will charged per 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 Headteacher.

Complaints

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

Photography and Digital Recording

The aim of this Policy is to give clear guidance in the use of taking, storing and distributing photographs and digital content in school by staff, parents and outside agencies. When this policy refers to photographs, the guidance similarly applies to digital video and audio recordings.

This Policy has been produced with reference to the most recent Child Protection Guidelines recommended to schools.

Photographic images may only be taken of children whose parents have given prior permission for this to happen. Images may only be used in a way that adheres to parents' consent and wishes.

Parents will be asked to fill in and sign permission slips which will be kept in the pupils' blue file in the office. A copy of this slip is attached to this statement.

This guidance applies to the following:

- Teachers, trainee teachers and support staff
- Parents and visitors to the school
- Parents and volunteers accompanying educational visits
- Students on work experience and college courses
- Members of the press must NOT publish photographs or the name and address of any child without parental consent.

This Policy applies to any situation where photographs or video recordings are taken, including:

School plays

Assemblies

Christmas performances

Sports day and other sports events

School trips

Classroom/playground activities

Any other activities involving children from our school

Parents wishing to take photographs of their children at any of these events should consult the school prior to the event and understand that these are for family use only.

Class Dojo

The school will take and distribute photographs of children's learning to parents, if their parents have consented to this. The photographs must:

- Show the quality of our school's learning.
- Represent the school in a positive light.
- Be varied, current and have a clear context and reason for posting.
- Be records of naturally occurring moments of learning, rather than artificially staged scenes.
- Be sensitive to the quality of alerts received by parents when a photograph is posted.
- Not to have names of children attached to them if being posted to the whole class story.
- Not be blurred or of poor quality.
- Be monitored closely by the class teacher.

The above Policy has been developed in the response to a growing need to consider the security, welfare and confidentiality of the children attending Worlingham CEVC Primary school.

OCTOBER 2020