Our Rock Academy

CCTV Policy

" A nurturing, ambitious and inclusive school where every child feels known, valued and connected."

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Version Control

Date	Revisions

Purpose

Our Rock Academy is committed to providing a safe, secure and welcoming environment for pupils, staff, visitors and the wider school community. Where CCTV is installed, it forms part of the school's wider safeguarding, security and health and safety arrangements.

The purpose of the CCTV system is to support the protection of individuals and property, assist in the prevention and detection of crime, help investigate incidents where appropriate and contribute to the effective management of the school. CCTV is not intended to replace supervision by staff or create unnecessary surveillance of individuals.

Scope

This policy applies to the operation and management of all CCTV systems owned or operated by Our Rock Academy.

It applies to all staff, pupils, governors, contractors, volunteers and visitors who may be recorded whilst on the school site.

Purpose of CCTV

The school uses CCTV only where it is necessary and proportionate to do so. Images may be used to:

- support the safeguarding of pupils and staff;
- protect school buildings and equipment;
- deter vandalism, theft and anti-social behaviour;
- assist in the investigation of incidents, accidents or complaints;
- support health and safety investigations where appropriate; and
- provide evidence to the police or other authorised agencies where legally permitted.

CCTV will not be used to routinely monitor staff performance or the day-to-day behaviour of pupils unless there is a specific lawful reason to do so.

Location of Cameras

Cameras will be positioned to monitor areas where there is a legitimate need for surveillance, such as entrances, exits, corridors, reception areas, car parks and external spaces.

CCTV will not be installed in areas where individuals have a reasonable expectation of privacy, including toilets, changing rooms, medical treatment rooms or staff welfare facilities.
The school will assess and document the privacy impact of its CCTV system, including camera positions, before installing or significantly changing it.

Operation of the System

The CCTV system will operate continuously or at agreed times depending on operational requirements.

Recorded images will be stored securely and access will be restricted to authorised members of staff. Appropriate technical and organisational measures will be used to prevent unauthorised access, alteration or disclosure of recordings.

The school will maintain appropriate procedures to ensure that recordings are handled securely and only viewed where there is a legitimate reason.

Access to CCTV Images

Access to CCTV recordings will be limited to authorised personnel who require access as part of their duties.

Images may be viewed where necessary to investigate safeguarding concerns, criminal activity, accidents, disciplinary matters, complaints or other incidents affecting the safety or security of the school.

Where appropriate and lawful, recordings may be shared with the police, local authorities, insurers or other organisations with a legitimate legal basis for receiving the information.

Any request from an individual to view images of themselves will be managed in accordance with UK data protection legislation.

Retention of Recordings

CCTV recordings will normally be retained for 30 days before being automatically overwritten.

Where recordings are required as evidence for an investigation, legal proceedings, safeguarding concerns or insurance purposes, they may be retained for longer until the matter has been concluded.

Signage

Clear signage will be displayed at the entrances to the school site and in areas where CCTV is operating.

The signs will explain that CCTV is in use, identify Our Rock Academy as the organisation responsible for the system and provide details of how further information can be obtained.

Individual Rights

Individuals have the right to request access to CCTV images of themselves, subject to the exemptions and limitations set out in UK data protection legislation.

Requests can be made verbally or in writing to the school and will be managed in accordance with the school's Data Protection Policy.

The school may refuse or redact images where disclosure would adversely affect the rights and freedoms of other individuals or where another legal exemption applies.

Monitoring and Review

The Headteacher is responsible for ensuring that the CCTV system operates in accordance with this policy and that its continued use remains necessary, proportionate and effective.

The Proprietor will review this policy annually and whenever significant changes are made to the CCTV system or relevant legislation.