

CCTV Policy

All Kings' policies will be ratified by the Board of Directors and signed by the Chairperson. Each policy will be co-signed by the principal of each school. Review dates will be similar for each school.

Coordinator	Nominated Director	Chair of Board of Directors
PRINCIPAL	DIRECTOR OF COLLEGE SERVICES	NIGEL PAMPLIN
DATA CONTROLLING OFFICER	DIRECTOR OF IT	

We believe this policy relates to the following legislation (click on the link below to access information):

- Health and Safety at Work Act 1974
- Employers' Health and Safety Policy Statements (Exception) Regulations 1975
- Safety Representatives and Safety Committees Regulations 1977
- Health and Safety (Display Screen Equipment) Regulations 1992
- Data Protection Act 1998
- Human Rights Act 1998
- Provision and Use of Work Equipment Regulations 1998
- Management of Health and Safety at Work Regulations 1999
- Education (School Premises) Regulations 1999
- Freedom of Information Act 2000
- Regulation of Investigatory Powers Act 2000
- Equality Act 2010
- School Premises (England) Regulations 2012

The following documentation is also related to this policy:

- [CCTV Code of Practice \(Information Code of Practice\)](#)
- Equality Act 2010: Advice for Schools (DfE)
- Managing for Health and Safety (HSE)

We believe it is essential to have in place exceptional school security systems to protect students, school personnel, equipment, visitors, the school grounds and premises. Therefore, we feel that CCTV helps in establishing a school environment where everyone feels safe and secure as it is able to monitor activities in the school grounds and premises that could affect our security, safety and wellbeing.

Under no circumstances will Closed Circuit Television (CCTV) be installed in students' toilets.

We have registered the CCTV system with the Information Commissioner under the terms of the Data Protection Act 1998 and we are aware that all recorded CCTV material is covered by this Act.

We will ensure that the rights of individuals are upheld by complying with the Data Protection Act 1998, the Regulation of Investigatory Powers Act 2000, and the CCTV Code of Practice issued by the Information Commissioner.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To protect students, school personnel, visitors, buildings, grounds and equipment from damage, arson and theft.
- To provide a secure environment for students, school personnel and visitors to the school.
- To ensure compliance with all relevant legislation connected to this policy.

Responsibility of the Policy and Procedure

Role of the Board of Directors

The Board of Directors has:

- appointed a member of staff to be responsible for Health and Safety and a data controlling officer to oversee and control all aspects of the use of surveillance CCTV;
- delegated powers and responsibilities to the Principal to oversee all school security measures including the administration and management of the CCTV Scheme;
- delegated powers and responsibilities to the Principal to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring policies are made available to parents;

Role of the Principal

The Principal will:

- ensure that security measures are in place and are effective;
- ensure that the CCTV is well maintained, managed and complies with the [Information Commissioner's Code of Practice](#);
- ensure signs are displayed around the school building and grounds informing everyone that their image and actions might be recorded;
- ensure that all school personnel are aware of CCTV surveillance procedures;
- ensure CCTV will not capture images of surrounding properties;
- ensure collected data is only kept for the shortest possible time;
- ensure all school personnel, students and parents are aware of and comply with this policy;
- make effective use of relevant research and information to improve this policy;
- monitor the effectiveness of this policy by speaking with students, school personnel, parents and Board of Directors;
- annually report to the Board of Directors on the success and development of this policy.

Role of the Data Controlling Officer

The Data Controlling Officer will:

- attend appropriate training;
- oversee and control all aspects of the use of surveillance CCTV and data collected from it;
- know how to deal with request for CCTV images;
- record all requests for CCTV images;
- monitor the effectiveness and impact of the CCTV system on the school community.

Role of the Health and Safety Representative

The Health and Safety Representative will:

- carry out regular inspections of premises and school activities;
- assist in carrying out risk assessments;
- investigate potential hazards, employee complaints, accidents and dangerous occurrences;
- make representation to employers and others on health and safety matters arising;
- provide information and guidance to school personnel;
- lead the development of this policy throughout the school;
- work closely with the Principal and the Director of College Services;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises regarding;
- keep up to date with new developments and resources;
- review and monitor;

- annually report to the Board of Directors on the success and development of this policy.

Role of the CCTV Monitoring Person

The CCTV monitoring person will:

- monitor the cameras during the school working day in order to combat bullying, bad behaviour and vandalism;
- report to the Principal any incident deemed to be serious;
- ensure that the rights of school personnel and students are not compromised

Role of School Personnel

School personnel will:

- comply with all aspects of this policy
- undertake appropriate training in security procedures;
- inform and remind students of security procedures
- comply with all aspects of this policy;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

Role of Students

Students must be aware that CCTV is in place for security purposes and that under no circumstances will images be captured of students changing.

Role of Parents/Carers

Parents/carers will be made aware of and comply with this policy.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website
- the Staff Handbook
- meetings with school personnel
- Principal reports to the Board of Directors

Student Consultation

We wish to consult our students and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

Student consultation is integral to our process of regular self-evaluation and continuous improvement and will take place in a variety of ways.

The methods will include:

- A Student Forum/ Student Council (which will meet regularly and also be consulted by the Principal)
- An appointment system and means of contact with the Principal and key staff members
- Operating an 'open door' policy in school whenever possible
- Student Questionnaires (on a variety of matters relating to the school and/or and social issues)
- Open Class discussion (on a variety of matters relating to the school and/or and social issues)
- Suggestion Box (allowing anonymity if desired)

Every effort is made to provide a variety and range of consultation methods to all students. Every student who attends a course at Kings will be encouraged and given the opportunity to provide feedback on every aspect of school life during their stay with us.

A separate policy exists for student consultation which explains these processes in more detail.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Principal and the nominated Director.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Board of Directors for further discussion and endorsement. (See Policy Evaluation)

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any student and it helps to promote equality at this school.

This policy affects or is likely to affect the following members of the school community (✓)		Students	School Personnel	Parents/ carers	Directors	School Visitors	Wider School Community		
		✓	✓	✓	✓	✓	✓		
Question	Protected Characteristics							Conclusion	
Does or could this policy have a negative impact on any of the following?	Age	Disability	Gender	Gender identity	Pregnancy or maternity	Race	Religion or belief	Sexual orientation	Undertake a full EIA if the answer is 'yes' or 'not sure'
YES									Yes No
NO	✓	✓	✓	✓	✓	✓	✓	✓	✓
UNSURE									
Does or could this policy help promote equality for any of the following?	Age	Disability	Gender	Gender identity	Pregnancy or maternity	Race	Religion or belief	Sexual orientation	Undertake a full EIA if the answer is 'no' or 'not sure'
YES	✓	✓	✓	✓	✓	✓	✓	✓	Yes No
NO									
UNSURE									✓
Conclusion	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.								

Annual Policy Review Sheet - Appendix A:

Review Date	Primary Reviewer Name (Policy Coordinator)

This Appendix A should be completed **annually** by the Policy Coordinator and Principal with specific details of each individual Kings college.

Date of Last Review:	
Date of Next Review:	
Is this policy being implemented fully, with all outlined procedures followed as prescribed?	YES/NO
If this policy is not being implemented fully, as prescribed, please outline what you have put in place instead and the reasons behind the change...	
How are staff made aware of this policy?	
Does this policy require any specific/specialised training for staff, if yes please specify what it is and whether it has been done?	
Monitoring the Effectiveness of the Policy	
The information in this policy and appendix will be reviewed annually by the Principal, or when the need arises, and the necessary recommendations for improvement will be made by the Principal to the Board of Directors.	
Please comment on the overall effectiveness of this policy – giving any suggestions or recommendations for improvement...	

Coordinator:		Date:	
Principal:		Date:	
Chair of Board of Directors:	<i>Nigel Hunt</i>	Date:	
Name of School:			
Next Review Date:			