

# CCTV POLICY

**Date: 4<sup>th</sup> July 2025**

**Author: Headteacher**

**This policy will be reviewed annually on or before 4<sup>th</sup> July 2026**

## **1 Policy Statement**

- 1.1 The North West Academies Trust uses Close Circuit Television (“CCTV”) within the premises of Rudheath Senior Academy. The purpose of this policy is to set out the position of the Trust as to the management, operation and use of the CCTV at the Trust schools.
- 1.2 This policy applies to all members of our workforce, visitors to the Trust School premises and all other persons whose images may be captured by the CCTV system.
- 1.3 This policy takes account of all applicable legislation and guidance, including but not limited to the following:
  - 1.3.1 UK General Data Protection Regulation (“GDPR”)
  - 1.3.2 Data Protection Act 2018
  - 1.3.3 Surveillance Camera Code of Practice (2021)
  - 1.3.4 Human Rights Act 1998
- 1.4 This policy sets out the position of the Trust in relation to its use of CCTV.

## **2 Purpose of CCTV**

- 2.1 The North West Academies Trust uses CCTV for the following purposes:
  - 2.1.1 To provide a safe and secure environment for pupils, staff and visitors.
  - 2.1.2 To prevent the loss of or damage to the Trust buildings and/or assets.
  - 2.1.3 To assist in the prevention of crime and assist law enforcement agencies in apprehending offenders.
  - 2.1.4 Determine the cause of accidents.
  - 2.1.5 Protect members of the Trust community from harm to themselves or to their property.
  - 2.1.6 Assist in the effective resolution of any disputes which may arise in the course of disciplinary and grievance proceedings.
- 2.2 The CCTV system will not be used to:
  - 2.2.1 Encroach on an individual’s right to privacy.
  - 2.2.2 Monitor in spaces where there is a heightened expectation of privacy (e.g. changing rooms).

- 2.2.3 Follow particular individuals, unless there is an ongoing emergency incident occurring.
  - 2.2.4 Pursue any other purposes other than the ones stated above.
- 2.3 The list of uses of CCTV is not exhaustive and other purposes may be or become relevant.

### **3 Description of system - School Specific**

- 3.1 The CCTV system consists of:
  - 3.1.1 10 of hard drive recording systems
  - 3.1.2 133 internal and external cameras
  - 3.1.3 The cameras are of fixed position and do not pan or tilt, they are colour and do have a manually operated zoom capability. They do not record sound.
  - 3.1.4 The hard drive operates on a 24 to 30 day rolling cycle (dependent on the recording device) and all data is over written every 24 to 30 days (dependent on the recording device).

### **4 Location of Cameras**

- 4.1 All CCTV cameras will be located in such a way as to meet the purpose for which the CCTV is operated. Cameras will be located in prominent positions where they are clearly visible to staff, pupils and visitors.
- 4.2 Cameras will not be located, so far as possible, in such a way as to record areas that are not intended to be the subject of surveillance. The Trust will make all reasonable efforts to ensure that areas outside of the Trust premises are not recorded.
- 4.3 Cameras are located in:
  - 4.3.1 All classrooms
  - 4.3.2 External perimeter (accessible by the public)
  - 4.3.3 Communal spaces (e.g. lunch hall, yard, quads)
  - 4.3.4 Main reception and Shipbrook Road/Middlewich Road car parks
- 4.4 Signs will be erected to inform individuals that CCTV is in operation on the school site.
- 4.5 Cameras are positioned in order to maximise coverage, but there is no guarantee that all incidents will be captured on camera.

### **5 Roles and Responsibilities**

## **5.1 Governing Body**

- 5.1.1 The Governing Body has the ultimate responsibility for ensuring the CCTV system is operated within the parameters of this policy and that the relevant legislation is complied with.

## **5.2 Headteacher**

- 5.2.1 The Headteacher will take responsibility for all day-to-day leadership and management of the CCTV system.
- 5.2.2 The Headteacher will ensure that guidance set out in this policy is followed by all staff.
- 5.2.3 The Headteacher will ensure all persons with authorisation to access the CCTV system has received proper training of the CCTV system and in data protection.
- 5.2.4 The Headteacher will decide, in consultation with the Data Protection Officer (DPO) whether to comply with disclosure of footage requests from third parties.

## **5.3 Data Protection Officer (DPO)**

- 5.3.1 The DPO will deal with subject access requests in line with the Freedom of Information Act (2000).
- 5.3.2 The DPO will act as a point of contact for communications from the Information Commissioner's Office.
- 5.3.3 The DPO will receive and consider requests for third-party access to CCTV footage.
- 5.3.4 The DPO will advise and assist the school in the management of the CCTV system in line with relevant legislation.

## **5.4 System Manager / IT**

- 5.4.1 The System Manager will take care of the day-to-day maintenance and operation of the CCTV system.
- 5.4.2 The System Manager will check the system for faults and security flaws.
- 5.4.3 The System Manager will ensure that data and time stamps are accurate.

# **6 Operation of the CCTV system**

- 6.1 The CCTV system will be operational 24 hours a day, 365 days a year.
- 6.2 The system is registered with Information Commissioner's Office.

- 6.3 Recordings will have date and time stamps. This will be checked by the System Manager termly and when the clocks change.

## **7 Storage of CCTV footage**

- 7.1 Footage will be retained for 24 - 30 days (this depends on the recording device). At the end of the retention period, the files will be overwritten automatically.
- 7.2 On occasion footage may be retained for longer than 30 days, for example where a law enforcement body is investigating a crime, to give them the opportunity to view the images as part of an active investigation.
- 7.3 Where an image is required to be held in excess of the retention period referred of 30 days, the Headteacher or their nominated deputy will be responsible for authorising such a request.

## **8 Access to CCTV footage - school specific information**

- 8.1 Access will only be given to authorised persons, for the purpose of pursuing the aims stated in section 1.1, or if there is a lawful reason to access the footage.
- 8.2 Requests for CCTV footage to be reviewed must be submitted to and approved by the school's Headteacher, Deputy Headteachers and Children's Advocate. Any individuals that access the footage must record their name, the date and time, and the reason for access in the access log.
- 8.3 Requests for CCTV footage to be reviewed will be dealt with within 48 hours, unless in an exceptional circumstance authorised by the Headteacher.
- 8.4 Any visual display monitors will be positioned so only authorised personnel will be able to see the footage. Access to CCTV will be located in:
  - 8.4.1 Headteacher's Office (C Williams)
  - 8.4.2 Deputy Headteachers' Office (D Woods and J Morrell)
  - 8.4.3 Children's Advocate's Office (E Jardine)
  - 8.4.4 Business Manager's Office (J Jevons)
- 8.5 Recorded images which are stored by the CCTV system will be restricted to access by the named people in this policy and will be password protected.
- 8.6 The following members of staff have authorisation to access the CCTV footage:
  - 8.6.1 Headteacher: Christine Williams

- 8.6.2 Deputy Headteachers: Jemma Morrell and Damian Woods
- 8.6.3 Children's Advocate: Edie Jardine
- 8.6.4 Business Manager: Jack Jevons (for building/site security only)
- 8.6.5 Data Protection Officer: Mr Steve Docking OBE
- 8.6.6 System Manager: Bobby Olejnik, Mark Farrell, Christopher Rutter
- 8.6.7 Anyone with express permission of the Headteacher.
- 8.7 A log of CCTV review is to be logged on the Child Protection Online Management System (CPOMS) using the following template:
  - 8.7.1 I: On Tuesday 24th June a request for CCTV footage to be reviewed was authorised. I viewed the incident accordingly.
  - R: Safety and Safeguarding
  - A: The incident clearly shows that [name] pushed [name] into the wall and [name] hit her face on the edge of the whiteboard. This is consistent with the mark that [name] has on her right eye area. This has been shared with [teacher's name] who will agree the appropriate sanction and action.
- 8.8 No other individual will have the right to view or access any CCTV images unless in accordance with the terms of this policy as to disclosure of images.
- 8.9 CCTV footage will only be accessed from authorised personnel's work devices, or from the visual display monitors.
- 8.10 CCTV footage will only be accessed in staff private offices. In exceptional circumstances, the following staff may be asked to view CCTV footage, for example to help identify children:
  - 8.10.1 Christine Williams
  - 8.10.2 Damian Woods
  - 8.10.3 Jemma Morrell
  - 8.10.4 Edie Jardine
- 8.11 Any member of staff who misuses the surveillance system may be committing a criminal offence, and will face disciplinary action.

- 9.1 According to UK GDPR and Data Protection Act 2018, individuals have the right to request a copy of any CCTV footage of themselves.
- 9.2 All SARs are dealt with in accordance with the Trust's Data Protection Policy.
- 9.3 When a SAR is received staff should inform the DPO in writing. When making a request, individuals should provide the school with reasonable information such as the date, time and location the footage was taken to aid school staff in locating the footage.
- 9.4 On occasion the school will reserve the right to refuse a SAR, if, for example, the release of the footage to the subject would prejudice an ongoing investigation.
- 9.5 Images that may identify other individuals need to be obscured to prevent unwarranted identification. The school will attempt to conceal their identities by blurring out their faces, or redacting parts of the footage. If this is not possible the school will seek their consent before releasing the footage. If consent is not forthcoming the still images may be released instead.
- 9.6 The school reserves the right to charge a reasonable fee to cover the administrative costs of complying with a SAR that is repetitive, unfounded or excessive.
- 9.7 Footage that is disclosed in a SAR will be disclosed securely to ensure only the intended recipient has access to it.
- 9.8 Records will be kept that show the date of the disclosure, details of who was provided with the information (the name of the person and the organisation they represent), and why they required it.
- 9.9 Individuals wishing to make an SAR can find more information about their rights, the process of making a request, and what to do if they are dissatisfied with the response to the request on the ICO website.

## **10 Third Party Access**

- 10.1 CCTV footage will only be shared with a third party to further the aims of the CCTV system set out in section 1.1 (e.g. assisting the police in investigating a crime).
- 10.2 Footage will only ever be shared with authorised personnel such as law enforcement agencies or other service providers who reasonably need access to the footage (e.g. investigators).
- 10.3 All requests for access should be set out in writing and sent to the headteacher and the DPO.
- 10.4 The school will comply with any court orders that grant access to the CCTV footage. The school will provide the courts with the footage they need without giving them unrestricted access. The DPO will consider very carefully how much footage to disclose, and seek legal advice if necessary.

10.5 The DPO will ensure that any disclosures that are made are done in compliance with UK GDPR.

10.6 All disclosures will be recorded by the DPO.

## **11 Security**

11.1 The System Manager will be responsible for overseeing the security of the CCTV system and footage.

11.2 The system will be checked for faults once per term.

11.3 Any faults in the system will be reported as soon as they are detected and repaired as soon as possible, according to the proper procedure.

11.4 Footage will be stored securely and encrypted wherever possible.

11.5 Cyber security measures will be put in place to protect the footage from cyber attacks.

11.6 The System Manager will review any software updates published by the equipment's manufacturer and apply them as soon as possible.

## **12 Review of Policy**

12.1 This policy will be reviewed annually.

## **13 Complaints relating to this policy**

13.1 Any complaints relating to this policy or to the CCTV system operated by the Academy should be made in accordance with the Academy Complaints Policy.



## CCTV Management Flowchart

