



CCTV Policy


Policy Issues and Updates

<i>Pages</i>	<i>Issue Number</i>	<i>Date</i>
Whole Document – New	1	September 2023
3 updated email address	2	September 2025

This Policy has been approved by the Senior leaders and Director.

The policy will be reviewed annually unless circumstances arise requiring an early review.

Approved: September 2025

Signature: 

Planned Review Date: August 2027

Introduction

The purpose of this policy is to regulate the management and operation of the Closed-Circuit Television (CCTV) System at Chances Mentoring (the school). It also serves as a notice and a guide to data subjects (including pupils, parents, staff, volunteers, visitors to the school and

members of the public) regarding their rights in relation to personal data recorded via the CCTV system (the System).

All fixed cameras are in plain sight on the school premises, and the school does not routinely use CCTV for covert monitoring or monitoring of private property outside the school grounds.

The school's purposes of using the CCTV system are set out below and, having fully considered the privacy rights of individuals, the school believes these purposes are all in its legitimate interests. Data captured for the purposes below will not be used for any commercial purpose.

Objectives of the CCTV scheme

- To protect pupils, staff, volunteers, visitors, and members of the public regarding their personal safety.
- To protect the school buildings and equipment, and the individual property of pupils, staff, volunteers, visitors, and members of the public.
- To support the police and community in preventing and detecting crime and assist in the identification and apprehension of offenders.
- To monitor the security and integrity of the school site and deliveries and arrivals.
- To monitor staff and contractors when carrying out work duties.
- To monitor and uphold discipline among pupils in line with the School Rules, which are available to parents and pupils on request.

Positioning

- Locations have been selected, both inside and out, that the school believes require monitoring to address the stated objectives (office, classroom, spacious room, top of stairs, indoor hall, front, side and back of the building).
- No images will be captured from areas in which individuals would have a heightened expectation of privacy, including changing and washroom facilities.

Maintenance

- The CCTV System will be operational 24 hours a day, every day of the year.
- The System Manager (Callum Siddall) will check and confirm that the System is properly recording and that cameras are functioning correctly, on a regular basis.
- The System will be checked and (to the extent necessary) serviced in accordance with schools need

Supervision of the System

- Staff authorised by the school can conduct routine supervision of the System.
- Images will be viewed and/or monitored in a suitably secure and restricted area to minimise the likelihood of or opportunity for access to unauthorised persons.

Storage of Data

- Where such data is retained, it will be retained in accordance with the Act and our Privacy Notice. Information including the date, time, and length of the recording, as well as the locations covered, and groups or individuals recorded.

Access to Images

- Access to stored CCTV images will only be given to authorised persons, under the supervision of the System Manager, in pursuance of the above objectives (or if there are some other overriding and lawful reason to grant such access).
- The System Manager must satisfy themselves of the identity of any person wishing to view stored images or access the system and the legitimacy of the request. The following are examples when the System Manager may authorise access to CCTV images:

- o Where required to do so by the Head of Centre, the Police, or some relevant statutory authority;
 - o To make a report regarding suspected criminal behaviour;
 - o To enable the Designated Safeguarding Lead or one of his/her appointed deputies to examine behaviour which may give rise to any reasonable safeguarding concern;
 - o To assist the school in establishing facts in cases of unacceptable pupil behaviour, in which case, the parents/guardian will be informed as part of the school's management of a particular incident;
 - o To data subjects (or their legal representatives) pursuant to an access request under the General Data Processing Regulations and on the basis set out above;
 - o In any other circumstances required under law or regulation.
- Where images are disclosed in accordance with the above a record will be made in the system logbook including the person viewing the images, the time of access, the reason for viewing the images, the details of images viewed and a crime incident number (if applicable).

Other CCTV Systems

- Many pupils travel to School or go on trips on coaches provided by third party contractors and a number of these coaches are equipped with CCTV systems. The school may use these in establishing facts in cases of unacceptable pupil behaviour, in which case the parents/guardian will be informed as part of the school's management of a particular incident.

Complaints and Queries

Any complaints or queries in relation to the School's CCTV system, or its use of CCTV, or requests for copies, should be referred to the Head of Service by email on info@chancesmentoring.com.

Appendix 1

CCTV FOOTAGE ACCESS REQUEST

The following information is required before the school can provide copies of or access to CCTV footage from which a person believes they may be identified.

Please note that CCTV footage may contain the information of others that needs to be protected, and that the school typically deletes CCTV recordings after a 2-week period.

<p>Name and address:</p> <p>(proof of ID may be required)</p>	
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Description of footage (including a description of yourself, clothing, activity etc.)	
Location of camera	
Date of footage sought	
Approximate time (give a range if necessary)	

Signature*

Print Name.....

Date

* NB if requesting CCTV footage of a child under 13, a person with parental responsibility should sign this form. For children 13 or over, the child's authority or consent must be obtained except in circumstances where that would clearly be inappropriate and the lawful reasons to provide to the parent(s) outweigh the privacy considerations of the child.