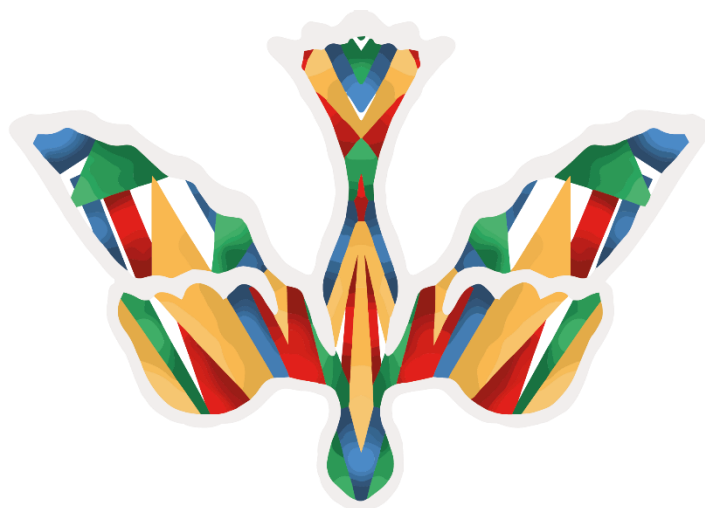

CCTV Policy

The McAuley Catholic High School



Approved by: The Headteacher

Last reviewed on: May 2025

Next review by: May 2028

CCTV POLICY

INTRODUCTION

The purpose of this policy is to regulate the management, operation and use of the CCTV System at The McAuley Catholic High School and Sixth Form.

Objectives of the CCTV Setup:

- To Safeguard our Students.
- To increase personal safety of students, staff, and visitors.
- To help protect the school buildings, its assets, and those of staff, students, and visitors. This includes the monitoring of car-parks.
- To act as a deterrent to vandalism and unauthorised access.
- To support the Police in a bid to deter and detect crime.
- To assist in identifying, apprehending and prosecuting offenders.
- To assist in managing the school.

DATA PROTECTION ACT & CCTV STANDARDS

The McAuley Catholic High School and Sixth Form has chosen to use CCTV (Closed circuit television) in various areas across the school including all external entrances and identified areas within the building. The Data Protection Act 1998, and Regulation of Investigatory Powers Act 2000 (RIPA) and CCTV Code of Practice issued by the Information Commissioner explains how CCTV systems should be used, so that schools and individuals can enjoy security and safety whilst ensuring that individual rights are upheld. The McAuley Catholic High School and Sixth Form complies with the Code and adopts good standards of practice which helps towards realising this objective.

Use of CCTV can be affected by a number of Acts including the Data Protection Act, the Human Rights Act and the Regulation of Investigatory Powers Act (RIPA). Failure to comply with these Acts or the related codes would cause the school to be in breach of the Law, render any evidence as inadmissible or carry penalties for the school, as the CCTV user, or individual members of staff. Key staff have been provided with the necessary induction in the use of the CCTV systems and only those members of staff have access to the recordings within the system.

The school has undertaken the following checklist to ensure that the CCTV system remains within the law and that images can be used for crime prevention.

- The school has specified that the CCTV cameras have been installed for the safeguarding of staff and students and for detection and prevention of vandalism across the school sites.
- Significant signage is found in prominent positions in all areas where CCTV cameras operate to inform staff, students, visitors, and the general public that they are entering an area where their images are being recorded either as still or video footage.
- The school retains the right to be the data controller for all footage recorded through the use of its CCTV cameras.
- The equipment is sited so that it only monitors those spaces that are intended to be covered by the equipment.
- All operators (staff who operate and monitor CCTV) are aware of the purposes for which the scheme has been established.
- Operators are aware that they are only able to use the equipment in order to achieve the purposes for which it has been installed i.e. safeguarding, the prevention and monitoring of vandalism, and unauthorised access.

- The images are stored on a secure dedicated CCTV Server, and the retention period is for 5 - 10 days. This includes weekends, and school holidays.
- This CCTV Policy will be reviewed every 3 years.
- The CCTV system is owned, maintained, and operated by the school.
- The footage may only be viewed by authorised members of staff.
- Images required as evidence will be removed from the CCTV Server and stored in a secure location.