

# CCTV Policy

**January 2016**



ARCHBISHOP  
SENTAMU  
ACADEMY

*Church of England*

*"I have come that they may have life, and may have it in all its fullness" John 10:10.*

**Approved by Archbishop Sentamu Academy Principal, January 2016**

# Archbishop Sentamu Academy

## Christian Aims and Values

### Values

Inspired by God: Father, Son and Holy Spirit we **Aspire** to be a community founded upon mutual trust where everyone is loved for who they are. We seek to **Serve** others by putting their needs before our own and believe that working together, with God's help, we can **Achieve** more than we could alone.

As a Church of England Academy, our core values are trust, love and community:

- **Trust** is essential to human life and lies at the heart of all successful relationships. With wisdom and understanding, we can learn to trust. We aim to do this by being reliable and not letting others down. In this way we, can help each other feel safe;
- Jesus has shown us love. We try to reflect that **love** to those around us by being sensitive to the needs of all members of our Academy community;
- We aim to be an inclusive **community**. Each person is needed, valued and important. When things go wrong we will forgive each other and make a fresh start. We will share what we have with those in need and try to treat others as we would like them to treat us.

### Aims

As a Church of England Academy we aim to:

- Treat students, staff and visitors with respect;
- Incorporate and promote the values behind the academy motto; Aspire, Serve, Achieve in all we do;
- Instill a sense of self-worth and value in every student;
- Encourage student participation in the planning and the running of our Academy wherever possible;
- Encourage religious literacy as a way of interpreting the world around us;
- Encourage, challenge and support every person to achieve his or her potential.

# Archbishop Sentamu Academy

## CCTV Policy and Protocol

### 1. Purpose of the Policy

The purpose of this policy is to regulate the use of the closed circuit television (CCTV) system used to monitor and record areas of the Academy site and buildings for the purposes of safety and security.

### 2. Scope

This policy provides information for all Academy users.

### 3. General principles

3.1 It is the aim of Archbishop Sentamu Academy to provide a safe and secure environment for all Academy users, and to keep safe and secure all Academy assets and property.

3.2 The Academy has adopted a range of measures to achieve this, including the use of CCTV cameras to monitor specific areas both inside and outside the building.

3.3 Signs are displayed to notify all users that CCTV is in operation.

### 4. Purposes of the cameras

4.1 The purpose of the cameras is to deter, detect and prevent:

- unacceptable behaviour such as the malicious activation of the fire alarm system;
- the bullying and intimidation of students by other students in areas away from regular staff supervision;
- threats to the health, safety and welfare of staff, students and other Academy users;
- criminal acts such as vandalism or theft of Academy assets and property;
- unauthorised entry to the site and buildings.

4.2 The cameras are also used to provide the necessary evidence to identify the culprit and enable disciplinary action to be taken.

### 5. Positioning of the cameras

5.1 The positioning of the cameras has been based upon a security assessment carried out to identify likely areas of concern.

5.2 The survey identified the need to provide cameras to cover:

- The vehicle and pedestrian entrance gates
- The car park, entire perimeter of the building and the all-weather pitch

- The staff and student bicycle parking racks
- All fire alarm activation points
- Main fire exit doors
- Most staircases
- Some corridors

## **6. Images recorded**

- 6.1 The system has been set up to provide good quality images that can be used as evidence of criminal activity.
- 6.2 Every camera records simultaneously and the images are stored on disc for a period of 30 days. After that time all images are erased apart from any which relate to an incident subject to an on-going investigation.
- 6.3 Routine checks are made to ensure that the system is operating in accordance with the terms of this policy, and that information relating to the recordings (date, time etc.) are accurate.

## **7. Use and disclosure of images**

- 7.1 The monitors used by Academy staff are in a secure location and not on view to either students or members of staff. All discs and recording equipment are kept in a secure location where access is strictly controlled.
- 7.2 Access to images by Academy staff is restricted to: (See Appendix 1)
- the Principal and senior members of staff;
  - the Pastoral Manager and Pastoral staff;
  - the Site Service Team Leader;
  - the Caretakers;
  - other members of staff with an involvement in a particular incident.
- 7.3 All staff given access to images are reminded of the need to keep information confidential. (See Appendix 1)
- 7.4 The selling of any images or recorded events is prohibited.
- 7.5 Images will not be provided to third parties other than the following where necessary:
- the police
  - the Academy's solicitors
  - government agencies such as Social Services

## **8. Access by individuals**

- 8.1 The Academy recognises the rights of staff, students and visitors to the school to make a subject access request for details of personal data held.

8.2 Applications should be made in writing to the Principal in line with the Academy's Data Protection Policy.

## **9. Monitoring and Review**

This policy will be part of the Academy's regular auditing process.

**Next Review:** January 2018

**Appendix 1**

**CCTV – USE AND DISCLOSURE OF IMAGES  
PROTOCOL**

Legitimate public concerns exist over the use of CCTV and many of the specific guidelines are designed to satisfy the community that the use of cameras is subject to adequate supervision and scrutiny. It is of fundamental importance that public confidence is maintained by fully respecting individual privacy.

All employees that are authorised to view the CCTV images within the Archbishop Sentamu Academy must read this protocol alongside the CCTV Policy and confirm that they understand and agree to abide by the policy and protocol.

1. CCTV images may only be viewed by authorised employees.
2. All authorised employees viewing the CCTV images will act with utmost probity at all times.
3. All images viewed by authorised employees must be treated as confidential.
4. All authorised employees are to ensure that whilst viewing CCTV images, unauthorised employees or visitors cannot view the images.
5. All authorised employees are responsible to ensure that CCTV images are not left on any screen without an authorised employee being left in charge. An authorised employee should log out of the programme when leaving the screen
6. Every viewing of the images will accord with the purposes and key objectives of the CCTV system and shall comply with the CCTV Policy.
7. All authorised employees viewing CCTV images should be aware of exercising prejudices, which may lead to complaints of the system being used for purposes other than those for which it is intended. The viewers may be required to justify their interest in any particular individual, group of individuals or property at any time.
8. All authorised employees viewing CCTV images are responsible for their every viewing of the images, which must be justifiable.
9. Any breach of the CCTV Policy or CCTV Protocol will be dealt with in accordance with existing discipline regulations. Individuals must recognise that any such breach may amount to gross misconduct, which could lead to dismissal.
10. Any breach of the Data Protection Act 1998 will be dealt with in accordance with that legislation. All authorised employees viewing CCTV images must be aware of their liability under this act.

I understand and agree to abide by the CCTV Policy and the CCTV Protocol.

NAME..... JOB TITLE.....

SIGNATURE..... DATE.....