



Date	Review Date	Coordinator	Nominated Governor
December 2017	December 2020	Executive Head	Chair of Governors

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- 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)
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

We have installed Closed Circuit Television (CCTV) surveillance equipment in order to deter unauthorised trespass to the school grounds and premises. Under no circumstances has it been introduced to monitor pupils, parents or school personnel.

We believe it is essential to have in place exceptional school security systems to protect pupils, 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 pupils' 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.

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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 all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

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 pupils, school personnel, visitors, buildings, grounds and equipment from damage, arson and theft.
- To provide a secure environment for pupils, school personnel and visitors to the school.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

### **Responsibility of the Policy and Procedure**

#### **Role of the Governing Body**

The Governing Body 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 Headteacher to oversee all school security measures including the administration and management of the CCTV Scheme;
- delegated powers and responsibilities to the Executive Headteacher 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;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring policies are made available to parents;
- the responsibility of involving the School Council in:
  - discussing improvements to this policy during the school year;

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- organising surveys to gauge the thoughts of all pupils;
- nominated a link governor to:
  - visit the school regularly;
  - work closely with the Headteacher and the coordinator;
  - ensure that everyone connected with the school is aware of this policy;
  - attend training related to this policy;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

### **Role of the Executive Headteacher**

The Executive Headteacher will:

- ensure all school personnel, pupils and parents are aware of the reasons for the installation and use of CCTV surveillance;
- undertake an impact assessment before CCTV is installed by considering the following:
  - the exact purpose for the use of surveillance CCTV;
  - the coverage;
  - the amount of equipment;
  - the time periods of surveillance;
  - the use of the data collected and how it will affect those monitored;
  - the restrictions on the use of data collected;
  - the storage and retention of data collected;
  - the identification of school personnel who have access to the data collected;
  - the method(s) of how those whose images have been captured on CCTV will be informed;
  - the implications of outsourcing the monitoring of CCTV surveillance.
- 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, pupils and parents are aware of and comply with this policy;
- make effective use of relevant research and information to improve this policy;
- provide guidance, support and training to all staff;

### **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**

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The Health and Safety Representative will:

- carry out regular inspections of premises and school activities;
- assist in carrying risk assessments;
- provide information and guidance to school personnel;
- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- 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;

### **Role of the CCTV Monitoring Person**

The CCTV monitoring person will:

- to review after receiving a report to identify bullying, bad behaviour and vandalism
- report to the Executive Headteacher any incident deemed to be serious;
- ensure that the rights of school personnel and pupils 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 pupils 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;

### **Role of Pupils**

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

### **Role of Parents/Carers**

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

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- information displays in the main school entrance

### **Training**

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All school personnel:

- have equal chances of training, career development and promotion
- receive training on induction which specifically covers:
  - All aspects of this policy
  - Data Protection
  - School Security
  - Health and Safety
  - Health and Safety - Responsibilities
  - Risk Assessment
  - Equal opportunities
  - Inclusion
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

### 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 pupil and it helps to promote equality at this school.

### Linked Policies

- Data Protection
- Health and Safety
- Premises Manager
- Risk Assessment
- School Security
- School Toilets
- Workplace Environment

<b>Headteacher:</b>		<b>Date:</b>	
<b>Chair of Governing Body:</b>		<b>Date:</b>	