

## 1. INTRODUCTION

Eagle House School (Mitcham) is an independent day school, which provides an appropriate education for primary-aged pupils who hold a Statement of Special Educational Needs or Education, Health & Care plan for an autism spectrum disorder and associated social and communication difficulties. This will include children and young people with moderate or severe learning difficulties, autism associated behaviours and mental health issues.

The purpose of this Policy is to regulate the management, operation and use of the CCTV system (Closed Circuit Television) at Eagle House School (Mitcham).

The system comprises:

| CCTV device type                          | Qty | Product type   | Note         |
|---|-----|--|--------------|
| Type 1 VR dome camera                     | 50  | HikVision 4Mp IP dome camera with IR<br>Model No DS-2CD2542FWD-IS  | Data sheet 1 |
| Type 2 External bullet type cameras       | 5   | HikVision 3Mp IP dome camera with IR<br>Model No DS-2CD2542FWD-IS  | Data sheet 2 |
| Type 3 External bullet camera (low light) | 1   | HikVision 2Mp IP dome camera with IR<br>Model No SD-2CD4A26FWD-IZS | Data sheet 3 |
| Type 4 VR External dome camera            | 3   | DS2CD2735FWD-IZS   | Data sheet 4 |
| Control equipment type                    | Qty | Product type   | Note         |
| NVR                                       | 1   | HikVision 64 channel 16Tb NVR,<br>Model No DS-9664NI18-32TB        | Data sheet 5 |

Cameras are owned and operated by Eagle House Group and located in and around the school site.

All cameras are monitored from the Head of Education's office and external cameras only are monitored by the Site Maintenance Officer with images available to selected senior staff only.

The school's Systems Manager is Carrie Haslett (Business Development Manager).

This Policy follows Data Protection Act guidelines.

The School Policy will be subject to review annually to include consultation as appropriate with interested parties.

## 2. OBJECTIVES OF THE CCTV SYSTEM AT EAGLE HOUSE SCHOOL

- To protect pupils, staff and visitors.
- To increase personal safety and wellbeing for pupils, staff and visitors.
- To reduce the fear of crime.
- To protect the school buildings and assets.

- Without prejudice, to protect the personal property of pupils, staff and visitors.
- To support the police in preventing and detecting crime.
- To assist in identifying, apprehending and prosecuting offenders.
- To assist in managing the school.

In line with Union recommendations, CCTV footage **will not** be used for performance management purposes, but may be used within the school's disciplinary and grievance procedures as required and will be subject to the usual confidentiality requirements of those procedures

### 3. STATEMENT OF INTENT

The CCTV system will seek to comply with the requirements both of the Data Protection Act and the Commissioner's Code of Practice (at: <https://ico.org.uk/media/1542/cctv-code-of-practice.pdf>).

The school will treat the system, all information, documents and recordings (both those obtained and those subsequently used) as data protected under the Act.

Cameras will be used to monitor activities within the school grounds to identify criminal activity actually occurring, anticipated, or perceived. It will be used for the purpose of securing the safety and wellbeing of the pupils, staff and school together with its visitors.

The system has been designed to deny observation on adjacent private homes, gardens and other areas of private property adjacent to the school.

Materials or knowledge secured as a result of CCTV will not be used for any media or commercial purpose.

Images will never be released to the media for purposes of entertainment but may be released to police in the investigation of a specific crime with the written authority of the police.

The planning and design has endeavoured to ensure that the system will give maximum effectiveness and efficiency but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

All authorised employees with access to images are aware of the procedures and restrictions, under the CCTV Code of Practice, that need to be followed when accessing and disclosing the recorded images and sound.

### 4. SIGNAGE

Individuals entering the school site are notified that it is a CCTV protected area and that images are recorded.

Warning signs, as required by the Code of Practice of the Information Commissioner, are clearly visible on the site and displayed on all main school buildings, entry gates and playgrounds.

Signs include information stating that:

- the area is covered by CCTV
- images are recorded
- the name of the school
- the school contact telephone number for enquiries



## 5. SYSTEM MANAGEMENT

The system will be administered and managed by the Head of Education who will act as the Data Controller, in accordance with the principles and objectives expressed in the policy.

The day-to-day management will be the responsibility of both the Executive Headteacher and the Business Development Manager who will act as the System Manager.

The system and the data collected will only be available to the Data Controller, the Executive Headteacher and the System Manager.

The CCTV system will be operated 24 hours each day, every day of the year.

The System Manager will check and confirm the efficiency of the system daily and in particular that the equipment is properly recording and that cameras are functional.

Unless an immediate response to events is required, cameras will not be directed at an individual, their property or a specific group of individuals, without authorisation in accordance with the Regulation of Investigatory Power Act 2000.

The System Manager must satisfy themselves of the identity of any person wishing to view images or access the system and the legitimacy of the request. Where any doubt exists access will be refused.

Details of **ALL** visits and visitors will be recorded in the system log book including time/data of access and details of images viewed.

Any visit may be immediately curtailed if prevailing operational requirements make this necessary.

## 6. POLICY REVIEW

It is the responsibility of the Head of Education supported by the other members of the school's Senior Leadership Team to monitor this policy. It should be reviewed annually or when new legislation is published. The Head of Education reports on Eagle House School (Mitcham) matters to the CEO/Directors.

|                       |                 |
|-----------------------|-----------------|
| Document:             | EHM CCTV Policy |
| Date adopted/written: | October 2017    |
| Last Reviewed:        | October 2017    |
| Next review:          | October 2018    |
| Version:              | Final           |

The CCTV system at Eagle house School (Mitcham) and the images produced by it are controlled by the System & Data Manager who is responsible for how the system is used and for notifying the Information Commissioner (ICO) about the CCTV system and its purpose (which is a legal requirement of the *Data Protection Act*)

|  | Checked<br>(Date) | By | Date of next<br>review |
|--|-------------------|----|------------------------|
| Notification has been submitted to the Information Commissioner and the next renewal date recorded. (annually)   |                   |    |                        |
| There is a named individual who is responsible for the operation of the system. (System Manager)<br><b>Name of Individual</b> .....  |                   |    |                        |
| There is a named individual responsible for CCTV data (Data Controlling Officer)<br><b>Name of Individual</b> .....  |                   |    |                        |
| A privacy impact assessment has been completed   |                   |    |                        |
| A system had been chosen which produces clear images which the law enforcement bodies (usually the police) can use to investigate crime and these can easily be taken from the system when required.                         |                   |    |                        |
| Staff and members of the school community will be consulted about the proposal to install CCTV equipment.  |                   |    |                        |
| Cameras have been sited so that they provide clear images.   |                   |    |                        |
| Cameras have been positioned to avoid capturing the images of persons not visiting the premises and to ensure privacy for neighbouring properties as far as is possible.   |                   |    |                        |
| There are visible signs showing that CCTV is in operation. Where it is not obvious who is responsible for the system contact details are displayed on the sign(s).   |                   |    |                        |
| Images from this CCTV system are securely stored, where only a limited number of authorised persons may have access to them.   |                   |    |                        |
| The recorded images will only be retained long enough for any incident to come to light (e.g. for a theft to be noticed) and the incident to be investigated.  |                   |    |                        |
| Except for law enforcement bodies, images will not be provided to third parties without satisfactory documentary evidence showing they are required for legal purposes   |                   |    |                        |
| The organisation knows how to respond to individuals making requests for copies of their own images. If unsure the data controller knows to seek advice from the Information Commissioner as soon as such a request is made. |                   |    |                        |
| Regular checks are carried out to ensure that the system is working properly and produces high quality images.   |                   |    |                        |