



## Policy CCTV and Vehicle Tracking

This policy has been written with regard to the guidance 'Working together to safeguard children', 'Keeping children safe in education' and the 'Special Education Needs Code of Practice', which places Special Education Needs and Disabilities together and abbreviated to SEND. A copy can be seen in the Headteacher's Office.

The overall objective of the school's Equality Policy, in line with the Equality Act 2010, is to provide a framework for the school to pursue its equality duties to eliminate unlawful discrimination and harassment, promote equality of opportunity, and promote good relations and positive attitudes between people of diverse backgrounds in all its activities.

<b>Title</b>	CCTV and Vehicle Tracking
<b>Date of Issue</b>	January 2018
<b>Review Date</b>	January 2020
<b>Prepared by</b>	Headteacher
<b>To be reviewed by</b>	Headteacher and Governors
<b>Appendices</b>	Appendix 1: Frequently asked questions
<b>Supply / distribution</b>	Available as a hardcopy in the school office.
<b>Other relevant approved documents</b>	None
<b>Authorised by</b>	Headteacher and Governors

## CCTV and VEHICLE TRACKING POLICY

This model policy will apply to both teaching and non-teaching staff and has been agreed with the following recognised unions: NEU, NAHT, NASUWT, ASCL, Unison, GMB and Unite

**Adopted by Fynamore School January 2018**

## **Introduction**

1. This policy outlines the school's use of CCTV monitoring and vehicle tracking. It explains the purpose of CCTV monitoring in school buildings, outlines when and where it takes place and describes how the information can be used.

## **Who is included in these arrangements?**

2. This policy applies to anyone working or applying for a position with Fynamore School.
3. Volunteers to the school will be made aware that CCTV monitoring takes place and where applicable vehicle tracking (if driving on behalf of the school) and that information may be passed to the police where criminal activity is suspected or a criminal matter arises.
4. Agency staff and contractors will be made aware of the policy and that CCTV evidence and vehicle tracking, where applicable, may be discussed with their employer or passed to the police should a disciplinary or criminal matter arise.

## **When does it not apply?**

5. The policy does not apply to members of the public or visitors. The code of practice for closed circuit television systems covers the general use of CCTV on council land and property to which the public have access. The Information Commissioners Office in part 3 of its ICO Employment Practices code has information on data protection and monitoring at work.

## **What are the main points?**

### **Use of CCTV**

6. Cameras are installed in school buildings for preventing and detecting crime or acts of misconduct and for health and safety reasons. The school will ensure that all cameras are set up in a way that makes sure that there is minimal intrusion of staff privacy and that any intrusion is fully justified.
7. Signs will be displayed to inform staff and visitors that CCTV is in use and its purpose. This ensures that staff are fully aware that they are potentially subject to surveillance and can take appropriate steps to limit the impact of the CCTV with regard to their privacy.

### **Where CCTV is installed**

8. CCTV is in operation at Fynamore as follows:
  - Main entrance to school
  - Playgrounds
  - School car park
9. The CCTV at Fynamore is not continuously monitored as this would be unrealistic. The CCTV is used to refer to in the event of a crime or to review pupil/staff/parent conduct if appropriate. The CCTV has been in the school since the school was built. There is no ongoing contract for the CCTV with any company. However, if the CCTV was updated in the future, all affected staff will be fully informed, ensuring that they have information about the purpose of the monitoring and how the information will be used.

### **Use of Vehicle Tracking and Telematic Devices**

10. Fynamore School does not use Vehicle Tracking and Telematic Devices.

### **Evidence from CCTV footage**

11. CCTV evidence can be used where the school is able to show that it is acting fairly and lawfully. CCTV recordings will only be accessed where the school has a reasonable belief that there is suspected criminal activity, gross misconduct, health and safety issues or to protect the school against fraudulent damage claims, or when a police crime reference number has been issued or CCTV footage discloses activities that they could not reasonably be expected to ignore.
12. Use of CCTV data will only be considered as evidence following consultation with the school's HR adviser, in order to establish whether it is an essential part of the investigation.
13. Retrieval of CCTV images of the school buildings is strictly limited to members of the senior leadership team and, as necessary, Chair of Governors.
14. Requests to view CCTV data of the school buildings should be made to the Headteacher.
15. Where CCTV evidence forms part of a disciplinary case the staff member will be shown a copy of the images and given the opportunity to respond to them as part of the disciplinary process. Images of other persons in the CCTV footage must be edited out e.g. by redaction or pixilation unless consent for the images to be released has been obtained from the persons concerned.
16. The CCTV footage will only be disclosed to those staff members and relevant parties who need access to it and require sight of the footage as part of the disciplinary process.
17. Where CCTV exonerates the member of staff of any wrong doing, the images will only be retained until the matter is concluded and the school feels it is no longer necessary to retain the images.
18. Where there is evidence of criminal activity, recordings may be provided to the police or other enforcement agencies, if requested. Any such disclosure would be made in accordance with the Data Protection Act.

### **Storage of CCTV footage**

19. Images from CCTV footage will be securely stored and only authorised personnel will have access to them. The images will be retained for the designated time of their system after which they will be automatically overwritten (every 28 days).
20. In an investigation, in accordance with data protection principles, images will only be retained long enough for the incident to be investigated and concluded in respect of the School's internal processes and/or at the end of any legal or other process which requires the data to be retained. The Information Commissioners Office in part 3 of its ICO Employment Practices code has information on data protection.

### **Covert CCTV Monitoring**

21. Covert CCTV monitoring is when CCTV monitoring takes place but those subject to it are unaware that it is happening. For this reason the use of covert CCTV will not normally be considered. It will only be justified in limited circumstances where there is reasonable suspicion that a crime or serious misconduct is taking place and where CCTV use is likely to be a proportionate means of securing evidence.

22. The school will comply with the relevant provisions in the ICO Employment Practices code including:

- A privacy impact assessment will be completed by the Headteacher to consider whether the proposed surveillance can be justified as proportionate to the needs identified;
- Consultation is also a key element of this process. The Headteacher may discuss with another member of the SMT and/or the Chair of Governors;
- Ensuring that any covert monitoring is strictly targeted and limited in scope and time;
- Limiting the number of people involved in the investigation;
- Prior to the investigation setting up clear rules limiting the disclosure and access to any information obtained.

23. Where covert monitoring is being considered, advice must be sought in advance from the school's HR Advisor. They will consider whether there is an alternative more suitable solution.

24. In some cases covert CCTV monitoring installed for one investigation may reveal evidence of other criminal behaviour or disciplinary offences. The footage will only be used where the offence is criminal activity, gross misconduct, putting others at risk or reveals activities that a Headteacher could not reasonably be expected to ignore.

25. CCTV will not be operated in toilets or changing rooms, unless this is necessary for the investigation of a serious crime, or there are circumstances in which there is a serious risk to health and safety or to the operation of the school's business. The only time where CCTV will be operated in these places is where covert CCTV monitoring is justified and only where it is a proportionate means of achieving the aim in question.

26. All covert CCTV monitoring equipment will be removed once the investigation is complete.

#### **Employee responsibilities:**

27. The school will ensure that employees are aware of their responsibilities and understand the policy.

#### **Headteacher responsibilities:**

- Ensure staff are aware where CCTV or tracking devices are in operation;
- When new methods of CCTV monitoring or tracking are introduced ensure staff are fully informed and they have information about the purpose of the monitoring and how the information will be used;
- Ensure, where appropriate, that a privacy impact assessment has been carried out prior to implementation of new monitoring systems;
- Regularly remind staff that CCTV or tracking devices are in operation;
- When intending to use recorded data for disciplinary purposes ensure that advice has been sought from the HR adviser as to whether this is appropriate and required;
- Ensure clear records are kept showing when data has been viewed and for what purpose;
- Ensure data protection principles are followed and that CCTV recordings are only disclosed to the people who need to have access to it.

#### **Monitoring and Evaluation**

28. The Governing Body's Leadership and Management Committee will monitor and review this policy every two years as part of its terms of reference.

## **Appendix 1: Frequently Asked Questions**

### **How will I know if I am being monitored by CCTV?**

There will be clear signage showing where there is CCTV coverage and you should be made aware of the policy.

### **What happens with the recordings?**

The systems are unmanned and not constantly monitored. The recordings are kept on the system, usually for 28 days, and then overwritten.

### **Who can look at the CCTV recordings?**

This is limited to the Headteacher, members of the senior leadership team and, as necessary, the Chair of Governors. If the recordings are to be used as evidence in a disciplinary, only those involved in the case will be able to view them. Data or footage may also be passed to the police should a criminal matter arise.

### **Why can I not be given a copy of a CCTV recording as a matter of course if it is being used in a disciplinary?**

In the majority of cases you will be shown footage or data and given a copy as part of the disciplinary report. If other employees or members of the public appear in the recording the footage can be edited by redaction or pixilation before you can view it, unless prior consent has been obtained for the images to be released.

### **Are CCTV recordings and vehicle tracking data a breach of privacy and human rights?**

No, the policy has been developed taking into account the Data Protection Act and ICO Code of Practice. Staff are informed where CCTV cameras or monitoring equipment is, why it is being used and the circumstances when it will be used. They are also informed that the use of monitoring equipment is justified as it is for preventing and detecting crime, acts of misconduct and for health and safety reasons in order to protect the safety of the school and its staff and pupils.

### **Will CCTV be used in classrooms to monitor my teaching performance?**

No, CCTV will not be used in classrooms to check on your performance.

### **What is the Relevant Legislation?**

Data Protection Act 1998  
Human Rights Act 1998  
Regulation of Investigatory Powers Act (RIPA) 2000