**CCTV**

The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Ysgol Syr Thomas Jones,Amlwch  
The system comprises a number of fixed and dome cameras located around the school site. All cameras are monitored from a Central Site Office and are only available to designated staff – members and members of the Senior Leadership and Management Team  
This Code follows Data Protection Act guidelines.  
The Code of Practice will be subject to review bi-annually to include consultation as appropriate with interested parties.  
The CCTV system is owned by the school. The System is monitored by Mr Dafydd Tomos and the control system is located in a SMT members office. Dr Geraint Jones takes responsibility for all recordings made.

**2. Objectives of the CCTV scheme**

To increase personal safety of staff students and visitors and reduce the fear of crime   
To protect all persons working in and visiting the school  
To support the Police in a bid to deter and detect crime  
To assist in identifying, apprehending and dealing with offenders  
To protect members of the public and private property  
To assist in managing the school

To protect the school buildings

**3. Statement of intent**

The school will treat the system and all information, documents and recordings obtained and used as data which are protected by the Act.  
Cameras will be used to monitor activities within the school and its car parks and other public areas to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and well being of the school, together with its visitors.  
Staff have been instructed that static cameras are not to focus on private homes, gardens and other areas of private property.  
Unless an immediate response to events is required, staff must not direct cameras at an individual, their property or a specific group of individuals

Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Tapes will only be released for use in the investigation of a specific crime with the written authority of the police.   
The planning and design has endeavoured to ensure that the Scheme 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.  
Warning signs, as required by the Code of Practice of the Information Commissioner have been placed at all access routes to areas covered by the school CCTV.

**4. Operation of the system**

The Scheme will be administered and managed by the Headteacher or his nominee, in accordance with the principles and objectives expressed in the code. The nominated person shall be Dr Geraint Jones.

The day-to-day management will be the responsibility of both the Senior Management Team (SMT)  and the Site Manager. ( Mr Dafydd Tomos).   
Pupils must not have access to the system.  
The CCTV system will be operated 24 hours each day, every day of the year.

**5. Control Room**

The Site Manager will check and confirm the efficiency of the system regularly and in particular that the equipment is properly recording and that cameras are functional.  
Unless an immediate response to events is required, staff must not direct cameras at an individual or a specific group of individuals.  
Visitors and other contractors must not gain access to the system.

The system may generate a certain amount of interest from Police. It is vital that operations are managed with the minimum of disruption. They must first obtain permission from the Site Manager, or Dr Jones and must be accompanied by him throughout the visit.  
Other administrative functions will include maintaining video tapes and hard disc space, filing and maintaining occurrence and system maintenance logs.  
Emergency procedures will be used in appropriate cases to call the Emergency Services.

**6. Liaison**

The Site Manager will liaise and arrange meetings with all bodies involved in the support of the system. The Headmaster will be informed of any updating required to maintain the efficiency of the system through Mr Dafydd Tomos.

**7. Monitoring procedures**

Camera surveillance may be maintained at all times.  
A monitor is installed in the Control Room to which pictures will be continuously recorded.

**8. Image storage procedures**

In order to maintain and preserve the integrity of the disk used to record events from the hard drive and the facility to use them in any future proceedings, the following procedures for their use and retention must be strictly adhered to:  
(i) Each disk must be identified by a unique mark.  
(ii) Before using each disk must be cleaned of any previous recording.  
(iii) The controller shall register the date and time of disk insert, including tape reference.  
(iv) A disk required for evidential purposes must be sealed, witnessed, signed by the controller, dated and stored in a separate, secure, evidence disk store. If a disk is not copied for the police before it is sealed, a copy may be made at a later date providing that it is then resealed, witnessed, signed by the controller, dated and returned to the evidence disk store.  
(v) If the disk is archived the reference must be noted.  
Disks may be viewed by the Police for the prevention and detection of crime. A record will be maintained of the release of disks to the Police or other authorised applicants. A register will be available for this purpose.  
Viewing of disks by the Police must be recorded in writing and in a log book. Disks will only be released to the Police on the clear understanding that the disk remains the property of the school, and both the disk and information contained on it are to be treated in accordance with this code. The school also retains the right to refuse permission for the Police to pass to any other person the disk or any part of the information contained thereon.

The Police may require the school to retain the stored disks for possible use as evidence in the future. Such disks will be properly indexed and properly and securely stored until they are needed by the Police.

**9. Breaches of the code (including breaches of security)**

Any breach of the Code of Practice by school staff will be initially investigated by the Headteacher, in order for him to take the appropriate disciplinary action.  
Any serious breach of the Code of Practice will be immediately investigated and an independent investigation carried out to make recommendations on how to remedy the breach.

**10. Assessment of the scheme and code of practice**

Performance monitoring, including random operating checks, will be carried out by the Site Manager.

**11. Complaints**

Any complaints about the school’s CCTV system should be addressed to the Headteacher.  
Complaints will be investigated in accordance with Section 9 of this Code.

**12 Access by the Data Subject**

The Data Protection Act provides Data Subjects (individuals to whom "personal data" relate) with a right to data held about themselves, including those obtained by CCTV.  
Requests for Data Subject Access should be made to the Headteacher.

**13. Public information**

Copies of this Code of Practice will be available to the public from the School Office and the Headteacher.

**Summary of Key Points**

• This Code of Practice will be reviewed every two years.  
• The CCTV system is owned and operated by the school.   
• The Control room will not be staffed out of school hours.  
• Liaison meetings may be held with the Police and other bodies.  
• Recording disks used will be properly indexed, stored and destroyed after appropriate use.

* The Site Manager or designated controller may invite other persons to view CCTV footage in an effort to solve issues of theft, bullying and other anti social acts.  
  • Disks may only be viewed by Authorised School Staff, Control Room staff and the Police.  
  • Disks required as evidence will be properly recorded witnessed and packaged before copies are released to the police.  
  • Disks will not be made available to any other bodies.
* • Any Covert Surveillance being considered or planned as part of an operation must comply with the corporate policies and procedures. Schools must use these procedures and comply with the requirements set out in the procedure documentation at <http://hantsnet2000.hants.gov.uk/TC/cxdatapro/ripa/index.html>.   
  • Any breaches of this code will be investigated by the Headteacher. An independent investigation will be carried out for serious breaches.  
  • Breaches of the code and remedies will be reported to the Headteacher or his Deputy.

Signed Headteacher

Date ……………………………………. Date for review………………….