

# Our Lady's Catholic High School

## CCTV Policy

*'Our Lady's is first and foremost a Catholic school. It follows from this that the ethos of our school should reflect the values proclaimed by Christ in the Gospels and recognise the unique value of each individual. Our Mission is to be a Faith Community which, through following Gospel Principles, acts as a positive example, both within our own and our extended community.*

*(from OLCBS Mission Statement)*

**Last Review: Autumn Term 2019**

**Next Review: Autumn Term 2020**



# **CCTV Policy of Use: Our Lady's Catholic High School**

## **1. What is the purpose of having CCTV?**

Our CCTV system is used to enhance the overall sense of well being, safety and security for all of our community, whether inside the school building or outside on our grounds or approaching and leaving our school. The recordings from all cameras will be used to assist school managers in appropriately investigating incidents. Any investigation must be both just and fair and in accordance with our Core Principles. In so doing we would use the recordings for investigating the following issues:

- physical damage
- bullying/anti-social behaviour/unsafe behaviour
- smoking/H&S considerations
- misbehaviour
- criminal damage

It is our primary intention that the presence of the CCTV system will in itself encourage positive behaviour and commitment to our Core Principles.

## **2. General considerations for the system**

Our CCTV system must:

- respect privacy, be non-invasive
- be used in accordance with the law – Data Protection Act 1998, Human Rights Act 1998
- be restricted to school managers who will have direct access via the Property Manager
- only allow storage for 30 days on a hard drive and then be deleted permanently

## **3. Operational use of the system.**

In using our system:

- the School Business Manager is responsible for ensuring our use of CCTV is registered with the Information Commissioner, and renewed yearly
- copies will only be made with the permission of a member of the Senior Leadership Team who must ensure that the reason fulfils the criteria in

section 1. They must also ensure that such copied material is limited to the required incident

- any requests for hard copies by SLT must be logged with the Property Manager and the copy destroyed once the investigation is complete
- camera positions will respect privacy in toilet areas and will only be located in previously planned and agreed positions
- appropriate signage will be displayed
- recordings to be made available to Police, in the event of criminal investigation
- servicing & maintenance will take place each year under the direction of the Property Manager.