



GOVERNORS' POLICY STATEMENT ON THE USE OF CCTV

| Issue No | Author/Owner | Date Written | Approved by Governors on | Comments |
|----------|--------------|--------------|-----------------------------|----------------------------|
| 1 | NL/WF | April 2014 | 14 May 2014 | |
| 1.1 | WF | October 2015 | 21 October 2015 | Updated to include webcams |
| 1.2 | WF | January 2017 | 22 February 2017 | Reviewed – no changes |

1 Purpose

This policy states the purpose of the school's use of CCTV (Closed Circuit Television) and webcams and regulates their use.

2 Context

Backwell School is committed to ensuring the personal safety of students, staff and visitors to the school and to reduce the fear of crime. The use of CCTV and webcams at school therefore is aimed at:

- Ensuring the wellbeing of individuals on the school site.
- Protecting the school buildings and assets
- Protecting the personal property of visitors to the school
- Supporting the Police in their duties, including identifying, apprehending and prosecuting offenders
- Assisting in the day-to-day management of the school

3 Procedures

The school's CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act 1998 and the school will seek to comply with the requirements both the Data Protection Act and the Commissioner's Code of Practice.

The school will treat the system and all information, documents and recordings obtained and used as data which are protected by the Act.

The procedures for the management of the use of CCTV and webcams in school are outlined in the Governors CCTV Procedures Document.

4 Monitoring

It is the responsibility of the School Business Manager to oversee the system and procedures.

The day to day management of the CCTV system and webcams is the responsibility of the Operations Manager.

5 Review

The Board of Governors will review the effectiveness of this policy annually.

The school will gather the perceptions of students through the annual student safety questionnaire and from parents through parent meetings and questionnaires.