

**Pinewood School Academy Trust****CCTV Policy**

<b>Approved by</b>	Resources Committee	<b>Effective From</b>	March 2025
<b>Review Frequency</b>	2 Years	<b>Effective Until</b>	March 2027
<b>Version</b>	1.1		

**What does this Policy cover?**

This policy covers the use of Security, Safeguarding and Behavioural CCTV cameras and other recording and surveillance equipment at Pinewood School.

Intended Audience: Staff, Trustees, Parents/Carers, Community, Pupils

Key aims of this policy:

- To ensure all members of the intended audience are aware of the use and purpose of CCTV and other recording within school and how it is managed, secured and controlled.

## Webcams and Surveillance Cameras (CCTV)

- The school uses surveillance cameras for security, safety and behaviour monitoring. The only people with access to the CCTV system and its recordings are the IT manager and members of the senior leadership team, who may grant access to certain footage to other staff members as deemed appropriate by the senior leadership team.
- Notification of camera use is displayed at the front of the school in accordance with the government code of practice. Please refer to the hyperlink below for further guidance:  
  
<https://www.gov.uk/government/publications/update-to-surveillance-camera-code/amended-surveillance-camera-code-of-practice-accessible-version>
- Our reasons for recording CCTV are defined as follows:
  - Security – to protect the grounds and buildings of the school from intruders, theft and crime.
  - Safeguarding – To carry out our duty to safeguard children while in our care
  - Behavioural – In conjunction with Safeguarding above, internal and external cameras in student areas are used to monitor and investigate behaviour incidents.
- Prior to processing we have clearly defined the problem we are trying to address. We regularly review our decision to use a surveillance system.
- We have identified and documented an appropriate [lawful basis](#) for using the system, taking into consideration Article(s) 6, 9 and 10 of the UK GDPR and relevant Schedules of the DPA 2018.
- Our lawful basis for recording CCTV is 'Public Task'.
- Our system produces clear images which we can easily disclose to authorised third parties. For example, when law enforcement bodies (usually the police) require access to investigate a crime.
- We have positioned cameras in a way to avoid any unintentional capture of private land or individuals not visiting the premises.
- There are visible signs showing that CCTV is in operation. Contact details are displayed on the sign(s) if it is not obvious who is responsible for the system.
- We securely store images from this system for a defined period and only a limited number of authorised individuals may have access to them.
- Our organisation knows how to respond to individuals making requests for copies of their own images, or for images to be erased or restricted. If unsure the controller knows to seek advice and [guidance](#) from the Information Commissioner's Office (ICO) as soon as a request is made.
- Misuse of a webcam by any member of the school community will result in sanctions.

Revision History			
Date (mmm-yy)	Version	Modified by	Notes
Mar-2025	1.1	Ed Uncle	Updated to latest cover sheet template. Updated latest urls for referenced links and removal of reference material in the HCC Grid, since this is also covered by the ICO materials. Also removed superfluous text regarding webcams
Feb-2023	1.0	Ed Uncle	Baseline Version