



CODE OF PRACTICE FOR CCTV SYSTEM

Introduction

CCTV systems within Plantsbrook School are dedicated to improving the safety of the school community.

Copyright

Copyright of the images recorded by CCTV cameras is the property of Plantsbrook School.

General Principles

The aims of CCTV systems are to

- Provide reassurance by enhancing community safety.
- Provide a deterrent to potential offenders.
- Assist in detection of crime and apprehension of offenders.

Regular evaluation and assessment of usage and efficiency of the system will be carried out.

Signage

Adequate notices are displayed showing that a CCTV system is in operation.

History of Installations

In 2004 a new CCTV system and cameras were installed on the school property. Most are internal and monitored locally. It is envisaged that internal cameras are likely to increase in the future.

Integrated System Manager

Operational management of this system rests with the Site Manager and his Deputy who will ensure that it is operated in accordance with this Code of Practice.

Monitoring of Integrated Systems

Monitoring of the camera images is the sole responsibility of the Site Manager and Deputy. Images captured on camera may be subject to Data Protection legislation and must be protected accordingly.

Information may only be divulged by or with the approval of the Headteacher. Normally this will only be to the police in connection with a criminal investigation.

Site Team know how to respond to requests from individuals for access to images relating to that individual. If unsure, Site Team are to seek advice from Headteacher or delegated Deputy as soon as such a request is made.

Procedures

CCTV technology and procedure is evolving and the school will keep abreast of advances. Only equipment and procedures that reflect best practice in the industry will be utilised.

Images are stored on the computer for a maximum of 30 days. After this time images will be deleted. Any CDs containing images are stored in secure cabinets.



Evidential Information

The school will retain information for further investigation. The Site Manager or Deputy will be responsible for processing CDs if they are required as evidence.

Site Manager or Deputy may examine CDs from time to time for quality testing.

Sound Facility

Sound recording is not available on the integrated system.

Stand-alone Systems Management

Whilst this Code of Practice does not specifically apply to CCTV camera systems installed in conjunction with door entry systems or mini or other systems installed by individual subject areas the principles of management and operation must be followed.

Press Enquiries

Any enquiries from the press about the use of CCTV should be referred to the Business Manager without comment.