



St Cecilia's
CHURCH OF ENGLAND PRIMARY SCHOOL

'Therefore encourage one another, and build each other up.'

Security and CCTV Policy

Date:	January 2023
Review:	January 2025

Aims:

Our aim is to provide a safe and secure environment for our pupils, staff and visitors. Our Security & CCTV Policy ensures that we have in place effective procedures to enable us to achieve our aims.

Description:

This policy offers clear guidance and guidelines for the use of CCTV on our premises. The security of the pupils, staff and visitors as well as the protection of the school site is paramount to all at St Cecilia's CofE.

ROLES AND RESPONSIBILITIES**Management Responsibility**

Responsibilities for the school's security is shared between the Governing Body and Head of School. The "Responsible Person" is the Head of School.

Role of the Governing Body

The Governing Body is responsible for formulating the Security Policy and monitoring its implementation.

Role of the Head of School

The Head of School will be responsible for implementing the CCTV & Security Policy agreed by the Governing Body.

The Head of School will ensure:

- All staff appreciate the importance of security and understand the school's policy and their responsibilities.
- Staff training needs are kept under review and training provided as necessary.
- Parents are informed of the CCTV Policy.
- Ensure that all visitors, contractors and agency staff adhere to the security policy.
- Routine security checks are carried out on an on-going basis by the teachers and school staff.
- All crimes are reported to the Police

GUIDELINES FOR SCHOOL SECURITY

Security of pupils, staff and visitors - Security Strategies in School

Staff

- All staff must challenge visitors who are not wearing a visitor's badge.
- All staff must be aware of procedures for lone working.

Pupils

- All pupils should be supervised at all times.
- When pupils are being taken offsite, the correct staff pupil ratio should be implemented and the member of staff should have a mobile phone.
- Breakfast Club drop off is the responsibility of the parent.

- Afterschool Club pick up time is the responsibility of the parent.

Visitors and contractors

- All visitors and contractors are to report to the school office and sign in on the 'Sign in' app.
- Visitors must read the safeguard and health and safety statement on the app and tick the box to confirm that it has been read.
- Visitors must wear an appropriate coloured lanyard:
 - Red Lanyard – No DBS check (These should be escorted around the site)
 - Blue Lanyard – DBS checked and approved (Can work in the school unsupervised)
 - Governors – Black Lanyard
- Regular contractors and visitors will have details of DBS held on the Single Central Record
- Contractors and visitors who work in regulated activities with children (ie kitchen staff, extra-curricular coaches) will also be checked against the Prohibition From Teaching List and recorded on the Single Central Record

Outside School

- School gates to be kept closed and locked during school hours.
- Posters placed on the gates to remind visitors to shut gates when they arrive and leave
- When gates are open, a member of staff must be present
- Gates are checked following the arrival of a visitor e.g delivery driver
- All staff to challenge visitors on the school grounds during playtimes.
- Fencing should be monitored and maintained around the school perimeter.

Security of Equipment – Security Strategies

- All high value, portable equipment to be marked as belonging to the school as part of the Asset Register.
- The intruder alarm system in the school to be in operation when the school is closed.
- The school will keep a list of key holders and send any updates to Wokingham Borough Council.

Security of staff, visitors, pupils and equipment during whole-school events

- Risk assessments will be carried out prior to whole school events both off and on-site

Locking arrangements

- School will be unlocked daily during term time by the Breakfast club provider or the Head of School.
- School will be locked and alarmed during term time either by the Premises Manager, Head of School, Operations Manager, Wrap Around Care Supervisor or Cleaners.
- Locking / unlocking out of term time or school hours will require prior authorisation from the Head of School or the Operations manager.
- A meeting must be had with one of these people so procedures are clearly understood.
- Key holder agreements must be signed.

Cash

- Cash should always be stored in the safe

Monitoring of Strategies

- Informally through reports from staff and visitors
- Formally through staff meetings and Full Governing Body meetings.

Personal Belongings

- Personal property remains the responsibility of its owner.
- All staff to take shared responsibility to ensure security strategies are implemented.

CCTV Policy

Purpose

The purposes for which the CCTV Systems are used are:

- Protecting the school buildings and equipment, both during and after school hours;
- Promoting the health and safety of staff, pupils and visitors;
- Reducing the risk of crime and anti-social behaviour;
- Supporting police to investigate a crime;
- Assisting in identifying, apprehending and prosecuting offenders.

The system does not have sound recording capability.

The CCTV system is owned and operated by the school.

The person who has been appointed to oversee the system and procedures is the Head of School.

CCTV warning signs will be clearly placed around the building in key visual areas.

An annual maintenance programme is in place.

Scope

The location that will be used for the viewing of any images will be: Main office, Head of School office, Server Room.

Access to viewing can only be conducted while devices are on site and connected to school network.

The planning and design have endeavoured to ensure the system will give maximum effectiveness and efficiency, but it is not guaranteed that the system will cover or detect every single incident taking place in the areas of coverage.

This policy prohibits monitoring based on the characteristics and classifications contained in equality and other related legislation, while not done for these reasons, normal CCTV footage for security may include people with these characteristics e.g. race, gender, sexual orientation, disability etc.

Information obtained in violation of this policy may not be used in a disciplinary proceeding against an employee of the school or a student attending school.

CCTV systems and equipment associated with it will be required to be compliant with this policy. Recognisable images captured by our CCTV are 'personal data'. Therefore, subject to the provisions of the General Data Protection Regulations (GDPR) and Data Protection Act 2018.

Location of cameras

The cameras are sited so they only capture images relevant to the purpose for which they have been installed.

Cameras are positioned around the outside of the building.

Care will be taken to ensure that reasonable privacy expectations are not violated. The school will make every effort to position the cameras so that their coverage is restricted to the school premises.

There are no CCTV cameras installed inside the school building.

Access to images

The images that are filmed will be held in a secure location and can only be accessed by those who are authorised to do so. All authorised operators and employees with access to images are aware of the procedures that need to be followed, and aware of the restrictions in relation to access to, disclosure of recorded images.

The Head of School, Operations Manager and Premises Manager are authorised to access the images. Two of the three authorised persons should access images at any one time.

Images will only be released to 3rd Parties if authorised by The Head of School / Governing Body and if made in writing.

Should any images be required by the Police, we will follow this protocol:

1. The request must be in written form addressed to the Head of School, specifying the date and time (as far as possible) of the image.
2. The rank of the requesting officer must be Sergeant /Inspector/Chief Inspector
3. The school must provide a response to a request within 5 working days
4. If the decision is taken not to release the images, then the image in question must be held and not destroyed until all legal avenues have been exhausted.

Subject Access Requests (SAR)

Individuals have the right to request CCTV footage relating to themselves under the Data Protection Act and the GDPR.

All requests should be made in writing to the Data Protection Officer. Individuals requesting access will be asked to provide sufficient information to enable footage relating to them to be found.

The school does not have a facility to provide copies of CCTV footage but the applicant may view the CCTV footage if available, along with the authorised members of staff.

The school will respond to requests within 30 days of receiving the request. If the request is made outside of school term then this may not be possible.

The school reserve the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.