Mary Webb School

Closed Circuit Television (CCTV) Policy

September 2026

FREQUENCY OF REVIEW:	Annually
RATIFIED BY:	Mary Webb School Local Governing Body
DATE OF NEXT REVIEW:	Autumn Term 2027 *(unless there is a material change)*
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1. Introduction

1.1. Mary Webb School operates a Closed-Circuit Television (CCTV) system to help maintain a safe, secure, and well-managed environment for pupils, staff, visitors, and the wider school community. The system is used to:

1.1.1. promote the safety and welfare of pupils, staff, and visitors;

1.1.2. deter and detect crime, vandalism, and anti-social behaviour;

1.1.3. protect school buildings, equipment, and assets;

1.1.4. support the monitoring of vehicle access and site security;

1.1.5. assist with the investigation of incidents involving pupils, staff, visitors, or external users of the site;

1.1.6. support behaviour management and the application of school policies; and

1.1.7. assist the Police and other relevant authorities where appropriate.

1.2. The CCTV system comprises a number of fixed cameras located across the school site, both internally and externally. Audio recording is not enabled.

1.3. The system forms part of the school's security infrastructure and is operated under the direction of the Leadership Team. Access to CCTV footage is restricted to authorised staff with designated responsibilities for security, safeguarding, behaviour, or site management.

1.4. Any significant changes to the operation of the CCTV system will be subject to appropriate consultation with staff and the wider school community.

1.5. The use of CCTV is governed by data protection legislation and the school's registration with the Information Commissioner's Office (ICO). All authorised users receive appropriate training and are required to follow procedures relating to the access, use, storage, and disclosure of CCTV images.

1.6. The school's Data Controller is responsible for overseeing the operation of the CCTV system and ensuring that recorded images are managed in accordance with legal and regulatory requirements.

2. Statement of Intent

2.1. The school complies with the Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its continued use.

2.2. CCTV warning signs are prominently placed in external places close to school entrances.

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

3. Siting the Cameras

3.1. Cameras are sited so they only capture images relevant to the purposes for which they are installed, and care is taken to ensure that reasonable privacy expectations are not violated. The school will ensure that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection Act.

3.2. The school makes every effort to position cameras so that their coverage is restricted to the school premises, which may include outdoor areas.

3.3. CCTV is not used in standard classrooms. Cameras are positioned on external buildings and

security gates and within school social areas and corridors. . In all areas, we ensure compliance with the CCTV Code of Practice and Data Protection Act.

3.4. Members of staff have access to details of where CCTV cameras are situated.

4. Storage and Retention of CCTV images

4.1. CCTV recordings will normally be retained for a period of 30 days, after which they will be automatically overwritten or securely deleted. Where footage is required for the investigation of an incident, disciplinary matter, safeguarding concern, insurance claim, or police enquiry, it may be retained for longer until the matter has been concluded

4.2. Footage is only held on the system for this length of time to investigate incidents involving staff and students on site.

4.3. All retained data will be stored securely.

5. Access to CCTV images

5.1. Access to the CCTV system, software and data will be strictly limited to authorised operators and will be password protected.

5.2. Our authorised CCTV system operators are:

- The Headteacher
- Deputy Headteacher
- Assistant Headteacher (Attendance and Behaviour)
- ICT Network Manager
- School Business Manager
- Site Team

5.3. CCTV can be viewed by the following members of staff:

- SLT
- Heads of Year
- Pastoral Support
- LGB Pupil Hearing panel members.

6. Subject Access Requests (SAR)

6.1. Individuals have the right to request access to CCTV still images relating to themselves under the Data Protection Act.

6.2. All requests should be made in writing to the Headteacher. Individuals submitting requests for access will be asked to provide sufficient information to enable the still images relating to them to be identified, for example, date, time and location.

6.3. The school will respond to requests within 30 calendar days of receiving the written request and fee.

6.4. CCTV operators will need to ensure that the requester is present in the still images and that by supplying the still images they do not disclose any personal data of another data subject.

6.5. As a general rule, if the viewer can identify any person other than, or in addition to, the person

requesting access, it will be deemed personal data and the still images edited so that only the person requesting access can be identified. The school has software that enables parts of images to be blocked out, but if it is not possible to conceal the identity of others, disclosure is unlikely. Refusal to disclose images, even where parts of images have been blocked out, may be appropriate where its release is:

- Likely to cause substantial and unwarranted damage to an individual.
- To prevent automated decisions from being taken in relation to an individual.
- Likely to prejudice the legal rights of individuals or jeopardise an ongoing investigation.

6.6. Any decision to show still images would be made on an individual case by case basis (eg. to provide information to a disciplinary committee in school should an incident involving a student be clearly shown on CCTV).

7. Access to and Disclosure of Images to Third Parties

7.1. There will be no disclosure of recorded data to third parties other than to authorised personnel such as the Police and service providers to the school where these would reasonably need access to the data (e.g. investigators).

7.2. Requests for access should be made in writing to the data controller.

7.3. The data may be used within the school's discipline and grievance procedures as required and will be subject to the usual confidentiality requirements of those procedures.

8. Complaints

8.1. Complaints and enquiries about the operation of CCTV within the school should be directed to the Headteacher at the school.

8.2. If the issue remains unresolved, complainants should contact the Trust's Data Controller using the school address or via email at: robert.montgomery@telford.gov.uk

8.3. If the issue remains unresolved, and the complainant considers that the school is not operating within the Code of Practice as issued by the Information Commissioners Office, they are advised to contact the Information Commissioners Office via www.ico.org.uk.

Further Information

Further information on CCTV and its use is available from the following:

- CCTV Code of Practice Revised Edition 2008 (published by the Information Commissioners Office) www.ico.org.uk
- Regulation of Investigatory Powers Act (RIPA) 2000
- Data Protection Act 1998

Appendix A – CCTV Signage

It is a requirement of the Data Protection Act 1998 to notify people entering a CCTV protected area that the area is monitored by CCTV and that pictures are recorded. The school is to ensure that this requirement is fulfilled.

The CCTV sign should include the following:

- That the area is covered by CCTV surveillance and pictures are recorded
- The purpose of using CCTV
- The name of the school
- The contact telephone number or address for enquiries

An example of the signage displayed is below:

