



Buckton Vale  
Primary School

# CCTV Policy

1. Introduction

The purpose of this policy is to provide information relating to the regulation, management and operation of the use of the school's CCTV system.

The system comprises a static camera located on the wall in the vicinity of the automatic vehicle and pedestrian gates. The camera is fitted with a live feed which is displayed in the school office. The school office is a designated restricted area.

The system has been installed as an aid to increase safeguarding and the general level of security around the school site. The CCTV camera will be used to monitor all visitors to the school and will only be used for this purpose in the area stated above. Recorded information will only be used for the investigation of a specific crime or incident after consultation with the local authority and the Police.

2. Statement of Intent

The CCTV system is registered with the Information Commissioner's Office under the terms of the Data Protection Act 1998. This policy complies with the requirements of the ICO's code of practice and the legislation contained within it.

3. Additional Information

Please note the following:

- The headteacher is the system manager.
- Signs are displayed close to the camera and in the school's main reception areas notifying visitors that recording is taking place
- Any request for the release of footage must be submitted to the system manager. This will then be submitted to the local authority for approval. If approval is granted this will be actioned within 40 days of the request.
- The business manager, administration assistant and site manager are system officers and have been trained on the use of the CCTV system.
- Further information on the use of CCTV systems in schools can be viewed on the ICO website.

Signed .....  
(Chair of Governors)

Date .....

Signed .....

Date ..... (Headteacher)