



Milton School CCTV Policy Effective from December 2023

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Introductory statement

Milton School is a specialist provision for pupils that find mainstream schooling ineffective. It will support pupils (5-16 years) who have EHCPs or require early intervention and present with social, emotional, or mental health issues.

1 CCTV

Milton School use closed circuit television (CCTV) images to reduce crime and monitor the school buildings in order to provide a safe and secure environment for pupils, staff, and visitors, and to prevent the loss or damage to academy property.

The system comprises of a number of fixed and dome cameras

The system does record images which are kept for 28 days after this time the images are recorded over. The CCTV equipment does not have sound recording capability.

The CCTV system is owned and operated by the School and the deployment of which is determined by Milton School and Venn academy leadership team.

The CCTV is monitored by the Headteacher and the School Business Manager. Office staff also have screens which can be monitored when needed.

The introduction of, or changes to, CCTV monitoring will be subject to consultation with staff and the Trust.

Milton School's CCTV is registered with the Information Commissioner under the terms of the Data Protection Act 1998. The use of CCTV, and the associated images and any sound recordings, is covered by the Data Protection Act 1998. This policy outlines Milton Schools use of CCTV and how it complies with the Act.

All authorised operators and employees with access to images are aware of the procedures that needs to be followed when accessing the recorded images.

All operators know what is expected in their responsibilities under the CCTV Code of Practice. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images and sound.

2 Statement of Intent

CCTV warning signs will be clearly and prominently placed at all external entrances to the academy, including gates if coverage includes outdoor areas in addition to common area around the school.

The planning and design has endeavoured to ensure that the CCTV cameras will give maximum effectiveness and efficiency to observe all areas that students have access to, it is not possible to guarantee that the system will cover or detect full coverage of every area.

The purpose of the CCTV system is to: -

- Make members of the school community feel safe
- Protect members of the school community from harm to themselves or to their property
- Protect school assets, entrances and buildings
- Assist police to deter and detect crime
- Make pupils and staff feel safe on school grounds
- Reduce damage to property

The CCTV system will not be used to:

- Encroach on an individual's right to privacy.
- Monitor people in spaces where they have a heightened expectation of privacy (including toilets and changing rooms)
- Follow particular individuals, unless there is an ongoing emergency incident occurring.
- Pursue any other purposes than the ones stated above

The list of uses of CCTV is not exhaustive and other purposes may be or become relevant.

Footage or any information gleaned through the CCTV system will never be used for commercial purposes.

In the unlikely event that the police request that CCTV footage be released to the media, the request will only be complied with when written authority has been provided by the police, and only to assist in the investigation of a specific crime.

The footage generated by the system should be of good enough quality to be of use to the police or the court in identifying suspects.

3 Siting the Cameras

Cameras will be sited so they only capture images relevant to the purposes for which they are installed (described above) and care will be taken to ensure that reasonable privacy expectations are not violated. Milton School will ensure that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection Act.

Milton School will make every effort to position cameras so that their coverage is restricted to the school premises which will include internal and external areas within school grounds.

4 Covert Monitoring

Milton School may in exceptional circumstances set up covert monitoring.

For example:

- Where there is good cause to suspect that an illegal or unauthorised action(s), is taking place, or where there are grounds to suspect serious misconduct.
- Where notifying the individuals about the monitoring would seriously prejudice the reason for making the recording.

In these circumstances' authorisation must be obtained from a member of the senior management team.

Covert monitoring must cease following completion of an investigation.

Cameras sited for the purpose of covert monitoring will not be used in areas which are reasonably expected to be private, for example toilets.

5 Storage and Retention of CCTV images

Recorded data will not be retained for longer than is necessary. While retained, the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of the people whose images have been recorded. All data will be visual and will not include any audio recordings.

All retained data will be stored securely.

Only relevant staff member will view the footage.

6 Access to CCTV images

Access to recorded images will be restricted to those staff authorised to view them and will not be made more widely available.

The police can request the CCTV images in a case such as this Milton School will adhere to legal requirements.

7 Subject Access Requests (SAR)

Individuals have the right to request access to CCTV footage relating to themselves only under the Data Protection Act. The Academy must view the footage first for safeguarding reasons. For safeguarding reasons if other individuals are shown, the footage will only be given to the Police or other service providers such as solicitors.

All requests should be made in writing to the Head of School. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time, and location. request and fee.

A fee of £10 will charged per request.

The academy reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an ongoing investigation.

8 Access to and Disclosure of Images to Third Parties

There will be no disclosure of recorded data to third parties other than to authorised personnel such as the Police and service providers to Milton school and Venn academy where they would reasonably need access to the data, these parties will request access to the recorded data via an official letter addressed to Milton School or Venn academy (e.g., investigators or solicitors).

Requests should be made in writing to the Head of School/Governing Body.

Once a letter such as this has been received from a relevant third party (as described above), the recorded data will be released to the third party once the senior leadership team have agreed that the request is rational the data will be released within 21 days from the date of the initial request.

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

9 Complaints

Complaints and enquiries about the operation of CCTV within the academy should be directed to the Head of School in the first instance.

10 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