

## Our Lady and St Joseph School

### CCTV

Date	Review Date	Coordinator	Nominated Governor
14/07/2014	14/07/2015	Daniel Duncalf	Derek Vitali

We have installed Closed Circuit Television (CCTV) surveillance equipment in order to deter unauthorised trespass to the school grounds and premises. Under no circumstances has it been introduced to monitor pupils, parents or school personnel.

We believe it is essential to have in place exceptional school security systems to protect pupils, school personnel, equipment, visitors, the school grounds and premises. Therefore, we feel that CCTV helps in establishing a school environment where everyone feels safe and secure as it is able to monitor activities in the school grounds and premises that could affect our security, safety and wellbeing.

We have registered the CCTV system with the Information Commissioner under the terms of the Data Protection Act 1998 and we are aware that all recorded CCTV material is covered by this Act.

We will ensure that the rights of individuals are upheld by complying with the Data Protection Act 1998, the Regulation of Investigatory Powers Act 2000, and the CCTV Code of Practice issued by the Information Commissioner.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

This policy has also been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002, and in line with government publications: 'Working Together to Safeguard Children' 2013, Revised Safeguarding Statutory Guidance 2 'Framework for the Assessment of Children in Need and their Families' 2000, 'What to do if You are Worried a Child is Being Abused' 2003. The guidance reflects, "Keeping Children Safe in Education" 2014.

The Governing body takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.

At Our Lady and St Joseph's school we recognise that all adults, including temporary staff<sup>1</sup>, volunteers and governors, have a full and active part to play in safeguarding our pupils by protecting them from harm, and that the child's welfare is our paramount concern.

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<sup>1</sup> Wherever the word "staff" is used, it covers ALL staff on site, including ancillary supply and self employed staff, contractors, volunteers working with children etc, and governors

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All staff believe that our school should provide a caring, positive safe and stimulating environment that promotes the social, physical and moral development of the individual child.

### **Aims**

- To protect pupils, school personnel, visitors, buildings, grounds and equipment from damage, arson and theft.
- To provide a secure environment for pupils, school personnel and visitors to the school.
- To work with other schools to share good practice in order to improve this policy.

### **Responsibility of the Policy and Procedure**

#### **Role of the Governing Body**

The Governing Body has:

- appointed a member of staff to be responsible for Health and Safety and a member of staff who will monitor the cameras;
- delegated powers and responsibilities to the Headteacher to oversee all school security measures including the administration and management of the CCTV Scheme;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- appointed a Site Manager who will check the CCTV system every day;
- appointed a Security Committee composed of one governor, the Headteacher, Site Manager and a member of staff;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring policies are made available to parents;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

#### **Role of the Headteacher**

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;

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- ensure that security measures are in place and are effective;
- ensure that the CCTV is well maintained, managed and complies with the Information Commissioner's Code of Practice;
- ensure signs are displayed around the school building and grounds informing everyone that their image and actions might be recorded;
- ensure that all school personnel are aware of CCTV surveillance procedures;
- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the coordinator;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

### **Role of the Coordinator**

The coordinator will:

- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy

### **Role of the Security Committee**

The Security Committee will:

- ensure CCTV cameras are placed in identified strategic positions around the school premises;
- ensure CCTV cameras are checked every day;
- ensure CCTV cameras are in constant operation all year round;
- ensure CCTV cameras are annually maintained;
- ensure training will take place periodically for the appropriate school personnel who deal with the CCTV surveillance equipment;
- monitor the number of incidents recorded by CCTV;
- monitor the effectiveness of the CCTV surveillance equipment

### **Role of the CCTV Monitoring Person**

The CCTV monitoring person will:

- monitor the cameras during the school working day;
- report to the Headteacher any incident deemed to be serious;
- ensure that the rights of school personnel and pupils are not compromised

### **Role of the Nominated Governor**

The Nominated Governor will:

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- work closely with the Headteacher and the coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy

### **Role of School Personnel**

School personnel will:

- comply with all aspects of this policy
- undertake appropriate training in security procedures;
- inform and remind pupils of security procedures
- comply with all aspects of this policy;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

### **Role of Pupils**

Pupils must be aware that CCTV is in place for security purposes.

### **Role of the School Council**

The School Council will be involved in:

- determining this policy with the Governing Body;
- discussing improvements to this policy during the school year;
- reviewing the effectiveness of this policy with the Governing Body

### **Role of Parents/Carers**

Parents/carers will be aware of and comply with this policy.

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters

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- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance

### **Training**

We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines concerning equal opportunities.

### **Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

### **Monitoring the Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement. (See Policy Evaluation)

### **Linked Policies**

▪ Health & Safety	▪ Health & Safety - Responsibilities	▪ Premises Manager
▪ Risk Assessment	▪ Workplace Environment	▪ School Security
▪ Data Protection	▪	▪

<b>Headteacher:</b>		<b>Date:</b>	
<b>Chair of Governing Body:</b>		<b>Date:</b>	

## **Our Lady and St Joseph School**