



CLOSED CIRCUIT TELEVISION (CCTV) POLICY

The Academy agrees to follow the Code of Practice originally issued by the Data Protection Commissioner in 2000 and updated since – Copy retained by Academy Finance Director.

The Governing Body and the Headteacher both acting for Hodgson Academy shall be deemed to be the Data Controllers who set out the purpose of the scheme and the policies on the use of images.

Damage to Academy premises and trespass, along with an over-riding desire to ensure the very best in safeguarding of all users of the academy, have instigated the need for CCTV. It was considered only a matter of time before the actions of those coming onto the premises resulted in significant damage and / or theft of property.

The CCTV will be in action 24 hours a day, 7 days a week.

Its purpose is defined as ‘to aid the Academy in preventing vandalism, trespass and other criminal activities (including smoking) taking place on Academy premises and in the prevention of any incidents that may take place which could endanger the safety of any individual(s) on the premises and prevent the delivery of a high quality education to its students (including students being in the Academy Toilets without permission or at designated times). To also assist in the investigation of any incidents that occur as requested by the Headteacher or members of the Strategic Leadership Team.’

The ‘notification’ lodged with the Office of the Data Protection Commissioner will cover the purpose for which the equipment is used.

Day to Day operation of the Scheme and compliance with the Code of Practice is devolved to the Headteacher. Operation of the equipment will be the responsibility of the Academy Finance Director and the ICT Network Manager (and his/her assistants) who will ensure that the Code of Practice is complied with. The ICT Network Manager will be supported in the operation of the system by an approved maintenance contractor and the Academy’s Site Manager.

‘Siting of the equipment’

This has been undertaken so as to cover the areas of Academy most likely at risk.

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|----|----------|-------|---------------------|---|
| 2 | External | B | Zone | Millennium Gardens - Corner of S4/Boulevard |
| 3 | External | B | Entrance/Exit | Science Annex and Entrance to Astro turf |
| 4 | External | I | Entrance/Exit | Skip and Staff Car Park |
| 5 | External | Main | Entrance/Exit | Kitchen Entrance |
| 6 | External | Main | Zone | Dance Studio - Overlooking Courts |
| 7 | Internal | T | Zone | Art Stairs - Overlooking ICT Support Entrance |
| 8 | Internal | B | Corridor | Science/MFL Stairs |
| 9 | Internal | B | Corridor | Fire Escape - 1st Floor |
| 10 | Internal | B | Corridor | Fire Escape - Ground Floor |
| 11 | Internal | B | Entrance/Exit | Entrance Foyer |
| 12 | Internal | B | Toilets | KS3 Boys |
| 13 | Internal | B | Toilets | KS3 Girls |
| 14 | Internal | Main | Corridor | RE Stairs |
| 15 | Internal | B | Corridor | Junction of S3 and Boulevard |
| 16 | Internal | B | Corridor | Boulevard - LRC |
| 17 | Internal | Main | Corridor | Boulevard - Maths |
| 18 | Internal | B | Corridor | S1/Science Corridor |
| 19 | Internal | B | Classroom | LRC |
| 20 | Internal | Main | Zone | Assembly Hall |
| 21 | Internal | Main | Toilets | Male Staff |
| 22 | Internal | Main | Toilets | KS4 Boys |
| 23 | Internal | Main | Toilets | KS4 Girls |
| 24 | Internal | Main | Toilets | Female Staff |
| 25 | Internal | Main | Entrance/Exit | Reception |
| 26 | Internal | Diner | Dining | Hotpot Diner |
| 27 | Internal | T | Entrance/Exit | Rear Fire Escape - Entrance to Hotpot |
| 28 | External | B | Entrance/Exit | 2nd Annex Gate and Potting Shed Entrance |
| 29 | Internal | B | Entrance/Exit | Site Office and Side Entrance |
| 30 | Internal | B | Entrance/Exit | Science Car Park/Fire Exit |
| 31 | External | Main | Zone | Year 7 Canopy |
| 32 | Internal | I | Corridor | Fire Escape - 2nd Floor |
| 33 | Internal | Main | Classroom | Inclusion |
| 34 | Internal | Main | Dining | Express Diner - Entrance |
| 35 | Internal | Main | Dining | Express Diner - Year 11 |
| 36 | External | I | Zone | Dance/PE Entrance |
| 37 | Internal | Main | Corridor | Boulevard - RE |
| 38 | External | Main | Front of school | Middle |
| 39 | External | Main | Front of school | Left |
| 40 | External | Main | Front of school | Right |
| 41 | Internal | Main | Main Entrance | PE (And Changing Room Entrances) |
| 42 | Internal | Main | Entrance / Corridor | PE Area |
| 43 | Internal | Main | Sports Hall | Sports Hall Left |
| 44 | Internal | Main | Sports Hall | Sports Hall Right |

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|----|----------|--------|---------------------|------------------------------------|
| 45 | External | Main | Automatic Gate | Adjacent School Kitchens |
| 46 | External | Main | Zone | Overlooking Mural / Reading Garden |
| 47 | Internal | T | Toilets | Year 7 Boys |
| 48 | Internal | T | Toilets | Year 7 Girls |
| 49 | External | T | Zone | Year 9 Zone |
| 50 | Internal | Diner | Dining | Hotpot Diner 2 (Queue) |
| 51 | Internal | Main | Classroom | Pastoral Support |
| 52 | Internal | B | Zone | Year 11 Zone |
| 53 | External | I | Zone | Year 7 Zone (Courts) |
| 54 | Internal | T | Entrance / Corridor | M3 Fire Exit |
| 55 | Internal | Main | Corridor | Reception to Site Corridor |
| 56 | Internal | Main | Corridor | Reception to Finance Corridor |
| 57 | Internal | Main | Corridor | Entrance to Student Services 1 |
| 58 | Internal | Main | Corridor | Entrance to Student Services 2 |
| 59 | Internal | B | Corridor | S6 Corridor |
| 60 | Internal | B | Corridor | MFL Stairwell |
| 61 | External | B | Corridor | B Block Car Park Corner |
| 62 | External | Annexe | Zone | Tennis Courts |
| 63 | External | Main | Zone | PE overlooking ICT/Humanities |

Other sites will be determined as necessary.

** The directing of CCTV cameras in Academy Toilets will be entirely towards public spaces and not private cubicles in order to respect decency and privacy*

‘Operators are fully aware of’

1. the purpose for which the scheme has been established
2. the equipment can only be used to achieve the purpose for which it has been installed.
3. the privacy implications if images are recorded from spaces not intended to be covered by the scheme.
4. the security arrangements in respect of the equipment and recorded images.
5. access rights within the organization to recorded images
6. rules in respect of the disclosure to third parties.
7. rules in respect of an individual’s right to access recorded images.

Appropriate signage will be displayed in accordance with the code.

‘Quality of the Images’

The standards laid down in the Code of Practice are to be followed.

Maintenance of the system, arrangement of repair work and the recording of maintenance work done will be the responsibility of the Site Manager and the Academy Finance Director.

Images will be recorded onto a Network Video Recorder

‘Processing of Images’

The Standards laid down in the Code of Practice will be followed.

The Network Video Recorder will be situated in a secure environment (The ICT server room). Access to the images will be controlled by the ICT Network Manager acting on behalf of the Headteacher. The monitors linked to the Network Video Recorder will be located in the ICT Office, Offices of authorized Senior Leadership Team members (authorized by the Headteacher), the Site Manager’s Office and the Inclusion Room. Access to the images on the Network Video Recorder will also be made available via the Academy’s ICT Network to authorized staff as determined by the Headteacher and as detailed below.

The images will be stored on the Network Video Recorder for a maximum of one calendar month (unless required for evidential purposes in which case the images will be transferred to a suitable storage medium ie. DVD and kept secure by the Headteacher or his/her appointed representative for as long as deemed necessary in relation to the incident).

Access to the recorded images will be restricted to the Headteacher, members of the Senior Leadership Team, the Academy Finance Director, the Inclusion Manager and the Site Manager (and his/her assistants) plus ICT Technical Support Staff. Where it is considered appropriate to do so then others may view the images if this is necessary to achieve the purpose of the scheme. This may include Heads of House, Pastoral Support Officers and other relevant staff who would be considered able to assist in the identification of individuals for the purposes of any investigations that have become necessary. Viewings are to take place in a restricted area and the ‘viewing’ is to be documented in accordance with the Code of Practice. All parties to the ‘viewing’ are to be made aware of their responsibilities under the Code of Practice.

Parents / Carers will not be allowed access to the CCTV images without the consent of all parties that can likely be identified.

CCTV images will be provided to the Police where it is appropriate to share such information and relevant requests have been duly authorized for such information to be released.

‘Access to and disclosure of images to third parties’

The principles laid down in the Code of practice are to be followed.

‘Access by Data Subjects’

The principles laid down in the Code of practice are to be followed.

‘Monitoring compliance’

The principles laid down in the Code of practice are to be followed.

Reviewed by: Martin Pickles

Approved by: SLT

Approved Date: September 2021

Next Review Due: September 2023