



Caversham Primary School

CCTV Policy



Approved by Governors: October 2023

Review date: October 2025

Rights Respecting Schools

Caversham Primary School is a Rights Respecting School. School policies will respect the UN Convention on the rights of the child. The Health and Safety policy links to

Article 36: Children should be protected from any activity that could harm their development.

1. PURPOSE

The purpose of this policy is to regulate the management, operation and use of a CCTV (closed-circuit television) system at Caversham Primary School, hereafter referred to as 'the School'.

There are CCTV cameras installed in the main entrance to the School, looking both in and out of the school office area in order that staff working in the office area may view persons seeking access to the School before pressing the door release button. This enables them to make a judgement as to whether to prevent entry to a person or persons who may pose a danger to themselves, other staff or pupils.

There are also CCTV cameras in operation on the playground and field to monitor any unauthorised access, as well as the safety and security of pupils and staff.

2. SCOPE

This policy relates directly to the location and use of CCTV.

A CCTV warning sign will be clearly and prominently placed on school grounds, notifying videos that CCTV is in use.

Images will be displayed on the computer screen in the Co-Heads office. Images of the school entrance will be displayed on the monitor in the school office in real-time.

Recordings can be accessed by the Caretaker and Co-Heads only.

3. LOCATION OF CAMERA

The cameras are sited so that they only captures images relevant to the purpose for which it has been installed (as described above).

4. ACCESS TO CCTV IMAGES

Access to images will be restricted to staff authorised to view them and will not be made widely available. Supervising access and maintenance of the CCTV system is the responsibility of the School Business Manager.

5. CCTV RETENTION

The CCTV camera is used for live viewing and records for a 6 week period.

6. RESPONSIBILITIES

The Co-Headteachers will ensure use of the CCTV system is implemented in accordance with this policy.

7. DATA PROTECTION IMPACT ASSESSMENT (DPIA)

The installation of the system has been the subject of a DPIA that has been reviewed by the School's Data Protection Officer (DPO).