



# CCTV POLICY

<b>Written by:</b>	Jan Hayes	<b>Date:</b> 1 <sup>st</sup> November 2023
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<b>Approved by:</b>	Local Academy Governors	<b>Date:</b>
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<b>Next review due by:</b>	November 2023
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1. The type of systems in place are static.
2. The purposes for which the CCTV Systems are used are:
  - for the security and safety of staff and pupils
  - for the security of the premises and property located on site
3. Easipc have access to procedural and operational checks.
4. Assistant HT/Behaviour to ensure the quality of images collected and that the clock and calendar used is accurate. This check should be undertaken each week, or daily where possible.
5. The school will notify visitors to the site of the use of CCTV by placing signs to this effect at appropriate places around the school site.
6. The images that are filmed will be held in a secure location and can only be accessed by those individuals authorised to do so. Authority for this purpose will be given by any member of the Senior Leadership Team only.
7. The medium on to which the school records images is: hard disk
8. Images are retained for a maximum of 60 days at which point they will automatically be replaced by the current day's recording.  
Images required for evidential purposes beyond this period will be transferred to encrypted USB and held by the school, retained for no longer than essential for the purpose.
9. A regular maintenance programme is in place and will be carried out in accordance with the agreed schedule by: Thomas Becket Catholic School – Prime Digital.
10. During times of school closure, the CCTV system will continue to operate as normal.
11. Access to images is limited to:-
  - IT Support
  - the Senior Leadership Team or those authorised by them.
  - the Police
12. Any request to view images should be submitted via email/phone (backed up with email) by SLT & The overseer.

(Attached Map of school with location of cameras and network cabinets).