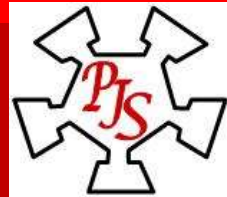


Priory Junior School

CCTV POLICY

Policy Date: December 2022
Policy Review Date: November 2025



Priory Junior School

Use of CCTV Policy

The type of CCTV system in use is a static system.

The purposes for which the CCTV Systems are used are:

- to help prevent criminal activity at the school
- to detect and investigate any incidents of crime

The person who has been appointed to oversee the system and procedures is Tracy Keefe and their position within the school is Headteacher.

The school will notify visitors to the site of the use of CCTV by displaying signs, sited at entrances.

The medium onto which we record images is a hard drive.

A regular maintenance programme is in place and will be carried out in accordance with the agreed schedule by DB Security.

Cameras will be checked daily through the display screen.

Unless required for evidential purposes, the retention period of any images recorded by our CCTV footage is 30 days. Any footage that is over this period will be deleted and overwritten every 30 days.

The location that will be used for the viewing of any images will be the back room of the school office. The Headteacher, School Business Manager and Caretaker are the only members of staff authorised to access the images collected.

Images will only be released to 3rd Parties if authorised by Tracy Keefe, the Headteacher.

Should any images be required by the Police, we follow this protocol:

1. The request must be in written form, specifying the date and time (as far as possible) of the image.
2. The rank of the requesting officer must be Sergeant or Inspector.
3. The school must provide a response to a request within 2 days.
4. If the decision is taken not to release the images, then the image in question must be held and not destroyed until all legal avenues have been exhausted.

During times of school closure, the CCTV system will continue to operate as normal and will be maintained by DB Security.

This policy is published under the Freedom of Information Act and is available online at www.priory.cambs.sch.uk or by contacting the school office, 01480 226730.

Reviewed: 5th December 2022

Date of Next Review: November 2025

Approved by Resources Committee