

Longdean School



CCTV Policy

Reviewed: October 2013
Ratified: October 2013
Next Review: October 2015

CCTV Policy

The school CCTV system has been provided to assist in the prevention of crime, vandalism and to increase the safety of students, staff and visitors by enabling continuous monitoring and recording of movement within and on the site.

The Site Manager has responsibility for maintenance of the system and its operation. The Senior Finance Clerk is able to investigate incidents that may have been caught on CCTV and to arrange viewing of live or recorded images. Recordings are retained for 30 days and may be viewed, on request, to the Senior Finance Clerk. Viewing will in normal circumstances be restricted to staff, parents and the police. In the absence of the Senior Finance Clerk, the Resources Manager is able to access and burn recordings.

Copies of the recordings will only be made following authorisation by the Headteacher.

Where appropriate the Headteacher will authorise disclosure of the images to persons caught on camera and will also be the main point of contact for any complaints.