

## Longdean School



## CCTV Policy

**Reviewed:** **UNDER REVIEW AUTUMN 2019**

**Ratified:**

**Next Review**

## **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 Site team are able to investigate incidents that may have been caught on CCTV and arrange viewing of live or recorded images. Recordings are retained for 30 days and may be viewed, on request at the discretion of the Headteacher. Viewing in normal circumstances will be restricted to staff, parents and the police. In the absence of the Site team a designated member of the SLT 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.