



CCTV Policy



Date Created	September 2025
Review Frequency	Annually
Date for Next Review	September 2026
Head Teacher Approval	C. Mott

Purpose

The purpose of this policy is to regulate the use of Closed-Circuit Television (CCTV) at Grangetown Primary School, ensuring its operation is lawful, proportionate, and respectful of the privacy of staff, pupils, visitors, and other individuals on the school site. CCTV is used to:

- Enhance the security of the school premises and safeguard staff, pupils, and visitors.
- Monitor and prevent anti-social behaviour, vandalism, and other incidents around the school grounds.
- Support the enforcement of school rules and safeguarding procedures where incidents occur externally.

Legal Framework

Grangetown Primary School uses CCTV in compliance with:

- **Data Protection Act 2018** and **UK GDPR**: The school is registered as a data controller with the Information Commissioner's Office (ICO) and follows all requirements regarding data handling and privacy.
- **Other relevant legislation**, including the Protection of Freedoms Act 2012 and guidance from the ICO on the use of CCTV in schools.

CCTV Operation

Camera Placement

- Cameras are installed only on the **external areas** of the school, including entrances, exits, perimeters, and communal outdoor spaces.
- No cameras are installed inside classrooms, offices, corridors, toilets, or other areas where individuals have a heightened expectation of privacy.
- Locations are chosen to provide security coverage without unnecessary intrusion into private spaces.

Signage and Transparency

- Appropriate signage is displayed around the school site to inform individuals that external CCTV is in operation.
- The CCTV policy is available to all staff, parents, and visitors, detailing the purpose and management of recorded footage.

Footage Management

- CCTV footage is stored securely and only accessible to authorised personnel.
- Recorded footage is retained for a maximum of **30 days** unless required for investigation or legal purposes.
- Requests to access footage must be submitted in writing and will be considered in line with data protection law.

Privacy Considerations

- The use of CCTV is proportionate and necessary to meet the school's external security objectives.
- The school ensures that the system does not intrude on the privacy of individuals outside the school site.

Responsibilities

- The **Headteacher** is responsible for ensuring compliance with this policy.
- The **CCTV Administrator** manages camera operation, storage, and access to footage.
- All staff are expected to respect and uphold the principles of this policy.

Review and Monitoring

- This policy will be reviewed **annually** or following changes to legislation or school requirements.
- Any breaches of this policy will be taken seriously and may result in disciplinary action.

Conclusion

Grangetown Primary School's use of external CCTV is a vital tool for maintaining a safe and secure environment. This policy ensures compliance with the Data Protection Act and other relevant legislation while respecting the rights and privacy of all individuals on and around the school site. Failure to adhere to this policy could lead to legal repercussions and undermine trust within the school community.