



The Blue Coat
School

CCTV POLICY

Approved By	Local Governing Committee
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1. Introduction

The purpose of this policy is to regulate the review, management, operation, and use, of closed-circuit television (CCTV) at The Blue Coat School. CCTV is in use to increase personal safety of students, staff and visitors and to prevent the loss or damage to property.

This Code follows Data Protection Act guidelines and will be subject to review every 2 years. Governors review all changes, and the policy is published on the school website for access by all stakeholders. Paper copies are available on request. Any significant changes will be by consultation with parents or governors.

2. The System

The CCTV system is owned by the school and comprises 144 fixed cameras located around the school site, 50 internally and 94 externally (Appendix 1). The cameras do not record sound. All cameras are monitored from the Site Team office and by members of the senior and middle leadership team that have access. The Headteacher, Deputies and Assistant Heads have their own access to log in from their PCs, Directors of Learning must either access from the site office or securely from a PC in the main office that has been set up with access only issued to DoLs.

3. Statement of Intent

- 3.1. The CCTV Scheme is registered annually with the Information Commissioner's Office (ICO) by the Trust under the terms of the Data Protection Act 2018. The school treats the system and all information, documents and recordings obtained and used as data which are protected by Data Protection and GDPR legislation and the Commissioner's Code of Practice.
- 3.2. Cameras are used to monitor activities across the school site for the purpose of securing the safety and well-being of the pupils, staff and visitors and to identify criminal activity actually occurring, anticipated, or perceived.
- 3.3. Staff have been instructed that static cameras are not to focus on private homes, gardens or other areas of private property.
- 3.4. Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. CCTV data will only be released to the media for use in the investigation of a specific crime and with the written authority of the police. CCTV data will never be released to the media for purposes of entertainment.
- 3.5. Where CCTV has captured evidence of criminal behaviour related to the school or its environs the footage can only be issued in disk format for officers to remove from site for investigative purposes if they present a completed DP7 form (previously a Section 29 form)
- 3.6. It is not possible to guarantee that the CCTV system will cover or detect every single incident taking place in the areas of coverage.

4. System Equipment & Control

- 4.1. CCTV signage is displayed at site and building entrances.
- 4.2. The system runs 24 hours per day for the full year.
- 4.3. The Site Manager will ensure that the CCTV system is fully functioning, giving priority to any equipment requiring maintenance. If out of hours emergency CCTV maintenance arises, the Site Team representative must be satisfied of the identity and purpose of contractors before allowing the maintenance works to commence.
- 4.4. Unless there is a valid (Headteacher approved) need for surveillance, cameras will not be specifically directed at an individual or a specific group of individuals.

- 4.5. Visitors must not be given access to locations where CCTV footage is displayed without good reason. The site team must satisfy themselves of the identity of any visitors to their office and the purpose of the visit. Where any doubt exists access will be refused.
- 4.6. Casual visits to view CCTV will not be permitted. Any visitors (e.g. police) must obtain prior permission from the Headteacher or their nominated representative and must be accompanied throughout the visit.
- 4.7. All requests to view CCTV are logged on the central file located on Teams.

5. System Access

- 5.1. Access to CCTV footage is restricted. On occasion, other members of staff may be asked to review footage where images are under investigation, to aid with identification.
- 5.2. General access is restricted to:
 - 5.2..1. Head Teacher
 - 5.2..2. Deputy Headteachers
 - 5.2..3. Assistant Headteachers
 - 5.2..4. Directors of Learning
 - 5.2..5. Site Manager
 - 5.2..6. Assistant Site Managers
- 5.3. The school receptionist has access to the site entrance CCTV footage for safeguarding purposes in order to admit visitors to site.
- 5.4. Any covert surveillance or use of a Covert Human Intelligence Source being considered or planned as part of an operation must comply with school policies and procedures and must be authorised by the Headteacher.
- 5.5. The school keeps a record of instances where CCTV footage is accessed. This record is securely stored on Teams, with access restricted to senior leaders, directors of learning and site staff, as well as authorised members of the trust's central team, for monitoring purposes. The school records the following information:
 - Date of access
 - Person accessing the footage
 - Period of footage accessed
 - Which zone/s within school have been viewed
 - Reason for viewing
 - Whether the footage is to be saved and for what reason
 - Any authorised external parties requiring the data (e.g. police)
 - Date of collection by authorised external parties

6. Image Storage and Sharing Procedures

- 6.1. CCTV footage is retained for 30 days, after which it is automatically overwritten. If footage or images are required to be saved as evidence, the following procedures apply:
 - The required footage (digital or hard copy) will be stored securely in a restricted access location. Access to the data must be updated on the school's central log.

- Only the footage required will be saved, any excess material must be deleted. The footage will be kept for the duration of the investigation or for 12 months, whichever is the lesser amount.
- 6.2. Any external requests to view CCTV data must be in writing to the Headteacher and where appropriate must be accompanied by the appropriate request form from the relevant agency.
 - 6.3. The central log must be updated where data is released to an external authorised party and the person collecting must sign a release form (Appendix 2).
 - 6.4. Where data is released externally, it remains the property of the school and must be treated in accordance with this policy. The school also retains the right to refuse permission where there is a valid reason to do so.

7. Subject Access Requests

- 7.1. Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act.
- 7.2. All requests should be made in writing to the Headteacher and should provide sufficient information to enable the footage to be identified, e.g., date, time, location.
- 7.3. The school reserves the right to refuse access to CCTV footage where this would prejudice the rights of other individuals or jeopardise an ongoing investigation.
- 7.4. Where still images are provided, the images of others within the frame must be obscured to prevent identification.

8. Breaches

- 8.1. Any breach of this policy will be investigated by the Headteacher or their nominee and could lead to disciplinary action including dismissal. All breaches must be reported to the Chief Operating Officer of the trust.
- 8.2. A serious breach may warrant an independent investigation and notification to the ICO. Decisions regarding what constitutes a serious breach is determined by the Chief Operating Officer in liaison with the Data Protection Officer.
- 8.3. All breaches must be documented on the trust's central record, with remedial action and changes to procedures as a result of the breach recorded and actioned.

9. Assessment of the scheme and code of practice

Performance monitoring, including random operating checks, may be carried out by the Chief Operating Officer or their deputy.

10. Complaints

Complaints should be addressed to the Headteacher. See also Complaints Policy.

11. Cross references

- Behaviour Policy
- Safeguarding Policy
- Health and Safety Policy
- Complaints Policy

Appendix 1: Log of Camera Types & Locations

No	Type	Location	Coverage
External camera locations			
1	Fixed	Lodge	Front door
2	Fixed	Lodge	Main drive up
3	Fixed	Lodge	Side door
4	Fixed	Lodge	Main front gates
5	Fixed	HSM	HSM gates & car park (NE corner)
6	Fixed	HSM	HSM gates & car park (NW corner)
7	Fixed	HSM	HSM west path
8	Fixed	HSM	HSM east car parking
13	Fixed	LE	S/O entrance & south path
14	Fixed	LE	Front terrace south
15	Fixed	LE	Cycle park
16	Fixed	MM	Grass mound
17	Fixed	MM	Back pitch & HE rear gulley
18	Fixed	MM	Back pitch towards PT
19	Fixed	MM	Committee room roof & hsm path
20	Fixed	PT	Back pitch & HE rear gulley
21	Fixed	PT	Back pitch towards MM
22	Fixed	PT	Mezz steps & PT gates
23	Fixed	HE	Back pitch towards shaw st
24	Fixed	HE	Hall roof
25	Fixed	HE	AK Entrance
26	Fixed	HE	Hall exit doors to back gulley
27	Fixed	AK	PT rear gates & rear of kitchens
28	Fixed	AK	KH car park
29	Fixed	AK	GT & back drive
30	Fixed	AK	YR 10 lockers
31	Fixed	AK	Yr 10 lockers
32	Fixed	AK	Yr 10 lockers
33	Fixed	AK	HE front
34	Fixed	PS	Front terrace
35	Fixed	PS	GT front
36	Fixed	PS	PS south & sculpture
37	Fixed	PS	Main drive & front gates
38	Fixed	PS	PS side door
39	Fixed	GT	GT west & JT
40	Fixed	GT	JT main entrance
41	Fixed	GT	GT south & cage
42	Fixed	GT	GT south & construction slab
43	Fixed	BC	Benches on steps
44	Fixed	AK	Restaurant ramp
45	Fixed	PS	Front terrace
46	Fixed	HE	Link front entrance
47	Fixed	HE	MFL stairwell top
48	Fixed	KH	JT entrance
49	Fixed	KH	Rear of car park
50	Fixed	KH	Main entrance
Internal camera locations			

51	Fixed	LE	Toilet doors upper floor
52	Fixed	LE	Toilet doors lower floor
53	Fixed	MM	Toilet doors lower floor
54	Fixed	MM	Toilet doors middle floor
55	Fixed	MM	Toilet doors top floor
56	Fixed	HE	Reception & main entrance
57	Fixed	HE	Outside classroom HE23
58	Fixed	BC	Upper west entrance
59	Fixed	BC	Lower west entrance
60	Fixed	BC	Lower east entrance
61	Fixed	BC	Toilet doors ground floor boys
62	Fixed	BC	Toilet doors ground floor girls
63	Fixed	BC	Toilet doors first floor boys
64	Fixed	BC	Toilet doors ground floor girls
65	Fixed	PS	Boys toilet door & corridor
66	Fixed	PS	Girls toilet door & corridor
67	Fixed	PS	Undercroft toilet & office doors & corridor
68	Fixed	JT	Toilet doors & main entrance corridor
69	Fixed	GT	Boys toilet door & lockers
70	Fixed	GT	Yr 11 social space
71	Fixed	AK	Boys toilet door & corridor top floor
72	Fixed	AK	Girls toilet door & corridor top floor
73	Fixed	AK	Boys toilet door & corridor middle floor
74	Fixed	AK	Girls toilet door & corridor middle floor
75	Fixed	AK	Boys toilet door & corridor bottom floor
76	Fixed	AK	Girls toilet door & corridor bottom floor
77	Fixed	HSM	Sports hall corridor 1
78	Fixed	HSM	Sports hall corridor 2
79	Fixed	BC	Ground floor stairwell
80	Fixed	BC	Ground floor fire escape stair
81	Fixed	BC	Upper entrance corridor
82	Fixed	HSM	Music corridor
83	Fixed	BC	1 st floor breakout
84	Fixed	BC	Rear exit lockers
85	Fixed	BC	Ground floor entrance corridor
86	Fixed	MM	Rear stair entrance
87	Fixed	MM	1 st floor rear stairwell
88	Fixed	MM	2 nd floor front stairwell
89	Fixed	MM	Ground floor front stairwell
90	Fixed	MM	1 st floor front stairwell
91	Fixed	MM	2 nd floor rear stairwell
92	Fixed	GT	Front entrance
93	Fixed	GT	Stairwell
94	Fixed	GT	1 st floor lobby
95	Fixed	AK	Top floor link
96	Fixed	AK	1 st floor stair
97	Fixed	AK	AK 13 lockers
98	Fixed	AK	1 st floor link
99	Fixed	AK	Top floor stairwell
100	Fixed	AK	AK 24 lockers
101	Fixed	AK	Top floor pool table
102	Fixed	AK	Top link corridor

103	Fixed	AK	AK 14 lockers
104	Fixed	AK	AK 04 lockers
105	Fixed	AK	Entrance lobby
106	Fixed	AK	Ground floor stairwell
107	Fixed	AK	AK 23 lockers
108	Fixed	PT	Mezz rear steps upper
109	Fixed	PT	Mezz front steps upper
110	Fixed	PT	Mezz rear steps lower
111	Fixed	PT	Mezz front steps lower
112	Fixed	LE	Clay store entrance
113	Fixed	LE	Textiles corridor
114	Fixed	LE	Link rear exit
115	Fixed	LE	Link upper stairwell
116	Fixed	LE	Art corridor
117	Fixed	LE	Link front entrance
118	Fixed	LE	Link upper entrance
119	Fixed	LE	Stairs from art
120	Fixed	LE	LE 01 corridor
121	Fixed	LE	DT corridor
122	Fixed	LE	Textiles stairwell
123	Fixed	PS	Ground floor side door
124	Fixed	PS	Ground floor front entrance
125	Fixed	PS	1 st floor front stairwell
126	Fixed	PS	Undercroft
127	Fixed	PS	1 st floor side stairwell
128	Fixed	HE	MFL office corridor
129	Fixed	HE	HE 22 corridor
130	Fixed	HE	Lobby above reception
131	Fixed	HE	1 st floor library stairwell
132	Fixed	HE	Ground floor MFL stairwell
133	Fixed	HE	Side of hall
134	Fixed	HE	Apron link to corridor
135	Fixed	HE	Main corridor W/C side
136	Fixed	HE	Main corridor hall side
137	Fixed	HE	Apron corridor
138	Fixed	HE	Hall external exit doors
139	Fixed	HE	Ground floor library stairwell
140	Fixed	HE	Student services entrance
141	Fixed	HE	Bottom link corridor
142	Fixed	HE	Front terrace LE side
143	Fixed	SO	Rear Left
144	Fixed	SO	Rear Right

Appendix 2: CCTV Data Release Form

CCTV Data Release Form

CCTV data can only be released with prior permission by the Headteacher and upon receipt of a formal, authorised request from the third party

Data reference:

Collected by:

Signature:

Name:

Organisation:

Contact details (email / phone):

Released by (BCS):

Date released:

All completed forms to be scanned and saved in the CCTV Microsoft Teams folder