

March  
2015

**Whole School**

# **CCTV Code of Practice**

**Contains relevant information on procedures  
and policy for the protocol around CCTV  
operations**



## Introduction

The aim of this Code of Practice is to ensure that the closed circuit television system of Stanley School stands up to scrutiny and is accountable to the very people it aims to protect. The Code of Practice is for Stanley School closed circuit television system (CCTV) operated by the School.

## Definitions

For the purpose of the Code of Practice, the following definitions will apply:

**Location:** Stanley School, Greenbank Drive, Pensby, CH61 5UE

**CCTV:** Closed Circuit Television System

**Managers:** Head Teacher/Business Manager/Site Manager

**Data Controller:** Head Teacher, Anthony Roberts

## Scope

This Code of Practice is binding on all Council employees, all employees of contracted out services and applies to all other persons who may and for whatever reason, be present on the School's property.

## Ownership and Operation

The CCTV system is operated by Stanley School, whose personnel are employed directly. The CCTV system, all recorded material and copyright is owned by the School.

## Principles

The following principles will govern the operation of the CCTV system.

- The CCTV system will be operated fairly and lawfully and only for the purposes authorised by the School and Wirral Council.
- The CCTV system will be operated with due regard for privacy of the individual.
- Any changes to the purposes for which the CCTV system is operated will require the prior approval of the Governing Body and will be published in advance.

## Purpose of the CCTV System

The system is intended to provide an increased level of security in Stanley School for the benefit of those who work, or visit the building.

The CCTV system will be used to respond to the following key objectives, which will be subject to annual assessment:

- To detect, prevent or reduce the incidence of crime.
- To prevent and respond effectively to all forms of harassment and public disorder.
- To improve communications and the operational response of security patrols in and around the areas where CCTV operates.
- To create a safer community.
- To gather evidence by a fair and accountable method.
- To provide emergency services assistance.
- To assist with health and safety.

As community confidence in the system is essential, all cameras will be operational. An appropriate maintenance program will be established.

## System Details

The CCTV system consists of a number of overt colour CCTV cameras situated around the School site, which continuously record activities in that area.

- The digital video recorder is in the site office
- A monitor displaying images is in the site office
- Only visual data is recorded
- Recorded material is held for 30 days and then overwritten
- Some cameras are fixed in position and some have telemetry