



## Thameside Primary School: CCTV Policy

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Approved by Governors: May 2025 (Review every 2 years)

Review date: May 2027



## Rights Respecting Schools

Thameside Primary School is a Rights Respecting School. School policies will respect the UN Convention on the rights of the child. The Health and Safety policy links to

*Article 36: Children should be protected from any activity that could harm their development.*

### 1. PURPOSE

The purpose of this policy is to regulate the management, operation and use of a CCTV (closed-circuit television) system at Thameside Primary School, hereafter referred to as 'the School'.

A CCTV camera is installed by the main entrance to the School in order that staff working in the office area may view persons seeking access to the School before pressing the door release button on their phones.

This enables them to make a judgement as to whether to prevent entry to a person or persons who may pose a danger to themselves, other staff or pupils.

### 2. SCOPE

This policy relates directly to the location and use of CCTV.

A CCTV warning sign will be clearly and prominently placed near the camera.

Images will be displayed on the computer screens of staff working in the school office in real-time. There will be no recording of images. This is accessed through a web-based programme.

### 3. LOCATION OF CAMERA

The camera is sited so that it only captures images relevant to the purpose for which it has been installed (as described above).

### 4. ACCESS TO CCTV IMAGES

Access to images will be restricted to staff authorised to view them and will not be made widely available. Supervising access and maintenance of the CCTV system is the responsibility of the School Business Manager.

### 5. CCTV RETENTION

The CCTV camera is used for live viewing only and no footage is retained.

### 6. RESPONSIBILITIES

The Headteacher will ensure use of the CCTV system is implemented in accordance with this policy.

### 7. DATA PROTECTION IMPACT ASSESSMENT (DPIA)

The installation of the system has been the subject of a DPIA that has been reviewed by the School's Data Protection Officer (DPO).

**Reviewed by: Vick Lucas, School Business Manager**