

Security and CCTV Policy

Purley CE Primary School

Date of policy: October 2009

Agreed by Governors: July 2010

Reviewed by: Site & Safety Committee

Approved by: Site & Safety Committee

Reviewed: Autumn 2019

Period of Review: 2 yearly

Next Review date: Autumn 2021

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Security Policy

Our aim is to provide a safe and secure environment for our pupils, staff and visitors. Our Security Policy ensures that we have in place effective procedures to enable us to achieve our aims.

ROLES AND RESPONSIBILITIES

Management Responsibility

Responsibilities for the schools security is shared between the LA, Governing Body and Headteacher. The "Responsible Person" is the Headteacher.

Role of the LA

The main role of the LA is to maintain an overall policy for security within its schools and to support and monitor its implementation by the School.

Role of the Governing Body

The Governing Body is responsible for formulating the Security Policy and monitoring its implementation.

The "Site and Safety Committee" of the Governing Body review the policy biannually. Any key issues that arise are taken to the Full Governing Body. The Governors' Annual Report to Parents will include a statement on school security.

Role of the Headteacher

The Headteacher will be responsible for implementing the Security Policy agreed by the Governing Body.

The Headteacher will ensure:

- All staff appreciate the importance of security and understand the school's policy and their responsibilities.
- Staff training needs are kept under review and training provided as necessary.
- Parents are informed of the Security and CCTV Policy and encouraged to help.
- Risk assessments are conducted.
- Ensure that all visitors, contractors and agency staff adhere to the security policy.
- Routine security checks are carried out on an on-going basis by the teachers and school staff.
- All crimes are reported to the Police.

GUIDELINES FOR SCHOOL SECURITY

Security of pupils, staff and visitors - Security Strategies in School

Staff

- All staff must challenge visitors who are not wearing a visitor's badge.
- All staff must be aware of procedures for lone working.

Pupils

- All pupils should be supervised at all times.
- When pupils are being taken offsite, the correct staff:pupil ratio should be implemented and the member of staff should have a mobile phone.
- Breakfast Club drop off is the responsibility of the parent.
- Afterschool Club pick up time is the responsibility of the parent.

Visitors

- All visitors are to report to the school office, sign in the visitors' book and wear a visitor's badge.
- All visitors must read the "Safety and Security for Visitors" information at the signing in desk.
- Parents are reminded of our security strategies through newsletters written by the Headteacher.
- Visitors who are not regular and do not have DBS will be accompanied by a member of staff.

Contractors

- All contractors are to report to the school office, sign in the visitors' book and wear a visitor's badge.
- Regular contractors will be DBS checked or details of DBS clearance confirmed and held in Single Central Record.
- Contractors should only carry out work agreed at the start of the contract and at the times agreed
- Contractors will be supervised by the office staff at all times during school hours.

Outside School

- School gates to be kept closed and locked during school hours.
- All staff to challenge visitors on the school grounds during playtimes.
- Fencing should be monitored and maintained around the school perimeter.

Security of Equipment – Security Strategies

- All expensive, portable equipment to be marked as belonging to the School.
- All valuable and recognisable equipment to be photographed and added to the inventory.
- The intruder alarm system in the school to be in operation when the school is closed.
- The school will keep a list of key holders and send any updates to West Berkshire Council.
- The intruder alarm is linked to the Caretaker’s mobile phone.

Security of staff, visitors, pupils and equipment during whole-school events

- Risk assessments will be carried out prior to whole school events both off and on-site.

Locking arrangements

- School will be unlocked daily during term time by the Caretaker.
- School will be locked and alarmed during term time either by the Caretaker or Cleaner.
- Locking / unlocking out of term time or school hours will require prior authorisation from the Headteacher, and access will be given by a key holder. The list of key holders are as follows:

Headteacher – K Fakes	Secretary – C Ham	SBM – L Lees
Caretaker – P Barker	Governor – M Barber	Spare set kept in key safe

Cash

- Cash should always be stored in the safe with a maximum limit of £200

Monitoring of Strategies

- Informally through reports from staff and visitors
- Formally through staff meetings, termly “Site and Safety Committee” and Full Governing Body meetings.

Personal Belongings

- Personal property remain the responsibility of its owner.

All staff to take shared responsibility to ensure security strategies are implemented.

CCTV Policy

Purpose

The purposes for which the CCTV Systems are used are:

- Protecting the school buildings and equipment, both during and after school hours;
- Promoting the health and safety of staff, pupils and visitors;
- Reducing the risk of crime and anti-social behaviour;
- Supporting police to investigate a crime;
- Assisting in identifying, apprehending and prosecuting offenders.

The system does not have sound recording capability.

The CCTV system is owned and operated by the school. The person who has been appointed to oversee the system and procedures is the Headteacher.

CCTV warning signs will be clearly placed at the two main external entrances.

An annual maintenance programme is in place and will be carried out in accordance with the agreed schedule by TOPS Security Solutions Ltd.

Scope

Images are saved onto a hard drive. When storage is full, images will be overwritten (approximately every 10 days).

The location that will be used for viewing of any images will be:

Office 1 computer on school site.

The planning and design have endeavoured to ensure the system will give maximum effectiveness and efficiency, but it is not guaranteed that the system will cover or detect every single incident taking place in the areas of coverage.

This policy prohibits monitoring based on the characteristics and classifications contained in equality and other related legislation e.g. race, gender, sexual orientation, disability etc.

Information obtained in violation of this policy may not be used in a disciplinary proceeding against an employee of the school or a student attending school.

CCTV systems and equipment associated with it will be required to be compliant with this policy. Recognisable images captured by our CCTV are 'personal data'. Therefore, subject to the provisions of the General Data Protection Regulations (GDPR) and Data Protection Act 2018.

Location of cameras

The cameras are sited so they only capture images relevant to the purpose for which they have been installed. Care will be taken to ensure that reasonable privacy expectations are not violated.

The school will make every effort to position the cameras so that their coverage is restricted to the school premises.

No CCTV is installed internally.

Camera 1 – Side of school, hopscotch area

Camera 2 – Front of school, near shed

Camera 3 – Front of school, near office

Camera IP1 – Back playground area, bottom of slide

Camera IP2 – Back playground, mezzanine area

Camera IP3 – Back playground – climbing frame

Camera IP4 – Back playground - ball court area

Access to images

The images that are filmed will be held in a secure location and can only be accessed by those who are authorised to do so. All authorised operators and employees with access to images are aware of the procedures that need to be followed, and aware of the restrictions in relation to access to, disclosure of recorded images.

The Headteacher, Secretary and School Business Manager are authorised to access the images. Two of the three authorised persons should access images at any one time. Access of any kind is to be logged (see Appendix A).

Images will only be released to 3rd Parties if authorised by The Headteacher / Governing Body and if made in writing.

Should any images be required by the Police, we will follow this protocol:

1. The request must be in written form addressed to the Headteacher, specifying the date and time (as far as possible) of the image.
2. The rank of the requesting officer must be Sergeant /Inspector/Chief Inspector* (Delete as appropriate)
3. The school must provide a response to a request within 5 working days
4. If the decision is taken not to release the images, then the image in question must be held and not destroyed until all legal avenues have been exhausted.

Subject Access Requests (SAR)

Individuals have the right to request CCTV footage relating to themselves under the Data Protection Act and the GDPR.

All requests should be made in writing to the Data Protection Officer who can be contacted by writing to *Thomas Ng, West Berkshire Council, Market Street, Newbury, RG14 5LD*. Individuals requesting access will be asked to provide sufficient information to enable footage relating to them to be found.

The school does not have a facility to provide copies of CCTV footage but the applicant may view the CCTV footage if available, along with the authorised members of staff.

The school will respond to requests within 30 days of receiving the request. If the request is made outside of school term then this may not be possible.

The school reserve the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

