

White Trees  
independent school



## CCTV Policy

See also, 'Who We Are, What We Do and How We Do It' Policy

Our vision is to provide pupils with the confidence, skills and ambition to achieve a successful and productive life. We aim to ensure they leave the school with a 'new day, new opportunity' ethos and are capable of becoming positive members of their communities. To do this, we have 3 principles that underpin our policies, practices and everything we do:

- Everyone can learn, achieve and has the potential to be successful
- Positive relationships are key to success and are underpinned by mutual trust, respect and caring for one another
- We have high expectations in everything we do

**W**onderful  
**E**xcellent  
**L**ovely  
**C**lever  
**O**utstanding  
**M**agnificent  
**E**nthusiastic

(Acronym created by White Trees pupils)

Reviewed by Governors, September 2019

Created by White Trees Independent School, July 2019

# INTRODUCTION

**The objective of this policy is to clarify White Trees School use of Closed-Circuit Television (CCTV) in the daily operation of its schools.**

## STATEMENT OF PURPOSE

White Trees School use of CCTV is crucial in ensuring the safety and security of pupils, staff and visitors in our specialised school environments. It also ensures the protection of buildings and facilities.

## USE OF CCTV

White Trees School's use of CCTV is part of our strategy to enhance and maintain safety and security throughout our school. Our use of CCTV, as in accordance with GDPR, is transparent:

- Signage alerting visitors to our use of CCTV is prominent in entrances to our school buildings

All families and their children visit the school prior to placement as part of the referral and assessment process, during which use of CCTV is explained and seen.

All staff are familiar with this policy as part of their induction to the schools.

CCTV cameras are used throughout the school in areas commonly used by pupils and staff. They are operational in some classrooms but are not placed in sensitive areas such as toilets, therapy spaces or offices. For clarity, this is not to monitor the quality of teaching.

CCTV is monitored at screens in the leadership office. Recording is 24-hour and images are stored securely on the internal DVR, for up to 30 days.

The CCTV systems at all our sites are maintained by FSL.

Images are **only** downloaded and shared securely in the following circumstances:

- For the police to aid their investigations, as appropriate
- For disciplinary purposes (eg. in the case of a physical allegation made against a member of staff or a pupil).

Due to confidentiality, CCTV should only be shown (to families or local authority representatives, for example) in **extreme circumstances**. The final decision to share CCTV images lies with the Executive Head Teacher.

### Data subjects' rights:

Recorded images, if sufficiently clear, are considered to be personal data of the individuals whose images have been recorded by the CCTV. Data subjects have a right to access their personal data, under the right circumstances, under the data protection legislation. They also have other rights, in certain circumstances, including to have their data erased, rectified, and to restrict processing and object to processing.

<b>Policy owner</b>	White Trees School	<b>Last review</b>	October 2022
<b>Date Created</b>	September 2019	<b>Next review</b>	October 2023

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Published on	
By	
Chair of Gov Sig/Date	
Head Teacher Sig/Date	

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