

## CCTV Monitoring Procedure

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CCTV is used to ensure the premises are kept secure and a deterrent for would be thieves. Cameras are used to record events which can be viewed to monitor activity. However, we must be mindful of how we used the footage, who has access and who is informed and ensure good communication between staff who use it on regular basis and those in charge of the management.

Guidance and code of practice on the CCTV can be found on the e-Safety section of the Staff Handbook. The following systems that are in place are;

### **Heights Lane**

This system is managed by SINSEC and uses an Independent Hikvision DVR system. The system can be managed by either one of the dedicated admin staff, centre manager or by using the computer in the server room to which only authorized people will have access to. The coverage of the cameras can be provided by an authorized request.

### **Darnhill**

This system is managed by SINSEC and uses an Independent Hikvision DVR system. The system can be managed by either one of the dedicated admin staff or by using the computer in the server room to which only authorized people will have access to. The coverage of the cameras can be provided by an authorized request.

### **KS4**

This system is managed by SINSEC and uses the Hikvision DVR system. The system can be managed by either the caretaker, the centre manager or by using the computer in the server room to which only authorized people will have access to. The coverage of the cameras can be provided by an authorized request.

## **Responsibilities**

### **Governors and Senior Leadership Team**

- Overall responsibility to ensure premises are maintained adequately and have sufficient security to keep staff, pupils and resources safe.
- Agree policy and procedures in relation to the use of CCTV using RMBC guidance.
- Governors are responsible for authorising contracts and service level agreements in line with financial regulations.

### **School Business Manager**

- Delegated day to day responsibility to ensure the CCTV is in working order.
- Responsible for processing insurance claims and ensuring repairs are carried out to ensure the CCTV system is within working order.
- Reporting to Head teacher/Centre Managers/Governors as and when necessary.
- Ensure that all staff understand and adhere to agreed policy, procedures, safe practice and guidance.
- Responsible for securing contracts and service level agreements.

### **Caretaker and Admin Staff**

- Report CCTV issues as soon as possible to the School Business Manager and the Centre Manager.
- Under direction from SBM/Centre Manager, should carry out an investigation of the CCTV system to undertake the initial investigation of incidents and activity and report directly to the SBM or in her absence the Centre Manager.
- Have an individual responsibility to ensure that work is carried out according to agreed procedures, safe practice and guidance.
- The caretaker should report any attempted or actual break-ins to the SBM & Centre Manager for further action. See *CCTV Access further on*.

### **ICT Manager**

- Ensure that repairs to the hardware and software are reported as a matter of urgency and resolved promptly.
- Liaise with contractors/suppliers regarding all routine matters relating to CCTV usage and repairs.
- Maintain passwords, access controls, updates and manage the system
- Provide support to SLT, Admin & caretakers to interrogate the system
- Undertake appropriate training to use the system effectively and cascade training as delegated by SBM
- Checking the overall condition of the CCTV system and test playback to mitigate potential issues using a log sheet

### **Extracting Information**

- Find and review footage of incident according to date/time/location of incident i.e. using appropriate camera (unless this is an emergency, authorisation from SBM or Centre Manager should be obtained).
- Decide to what amount incident footage is relevant and required (for example, a recent incident including arrival and exit of police totalled up to 29 minutes' worth of footage)
- Copy required footage on to dedicated computer and verify the exported recorded within a media player. This should adhere to data protection procedures and be stored securely and deleted when no longer needed. Please seek guidance from the SBM/ICT Manager, footage should not be forwarded without permission from the Headteacher
- Information or footage should not be shown or discussed to other staff, police or anyone else without permission from the Headteacher. This should never be shown to pupils or parents without Headteacher authorisation. Inappropriate use will result in disciplinary action and may result in termination of contract.
- Information or footage should not be discussed with family or friends as this breaches confidentiality and will result in disciplinary action leading to termination of contract.