

CCTV Policy



Version: September 2026

Ratified by the Governing Body

Chair of Governors - Natasha Harris

To be reviewed Annually

(September 2027 or sooner if legislation or best practice changes)

This policy has been reviewed and updated with consideration given to the principles and the ethos outlined in the UN Convention for the rights of the child - Article 28.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.

Lead Responsible

Mr. W Tulloch – Head Teacher

Version 1.0

1. Introduction

The Pines School operates a Closed-Circuit Television (CCTV) system to support the safety and security of pupils, staff, visitors and school property. The school recognises its obligations under the UK GDPR, the Data Protection Act 2018, the Human Rights Act 1998 and guidance issued by the Information Commissioner's Office (ICO).

2. Purpose of CCTV

To promote safeguarding and welfare, protect pupils, staff and visitors, deter and detect crime and vandalism, assist investigations, protect assets, support health and safety requirements, and manage site security.

3. Location of Cameras

CCTV cameras are located around the external perimeter of the school buildings, within school car parks, at entrances and exits, and within the internal reception area. There are currently no CCTV cameras installed in any other internal areas of the school. Should the school decide to extend CCTV coverage to additional internal locations, staff, pupils and stakeholders will be informed in advance.

4. Operation of the System

The CCTV system operates continuously, 24 hours a day, 7 days a week. Appropriate signage is displayed around the site and at building entrances.

5. Access to CCTV Footage

The Headteacher, Deputy Headteachers and Business Support Manager are the only members of staff authorised to view live or recorded CCTV footage for operational, safeguarding, security or investigative purposes. The ICT Operations Manager may access the CCTV system solely for system maintenance, fault diagnosis, repair, upgrades and technical support. The ICT Operations Manager will not routinely review footage for operational, disciplinary or investigative purposes.

6. Use of CCTV Footage

Recorded footage may be reviewed where there is a legitimate reason, including safeguarding concerns, criminal investigations, health and safety incidents, vandalism, insurance claims, or complaints requiring factual verification.

7. Disclosure of Footage

Footage will only be disclosed where there is a lawful basis to do so, including to law enforcement agencies, regulatory authorities, insurers or other authorised bodies.

8. Retention of Recordings

CCTV recordings will normally be retained for a maximum period of 30 days. After this period, footage will be automatically overwritten or securely deleted by the system. Footage may be retained beyond 30 days only where it is relevant to a safeguarding concern, disciplinary investigation, health and safety incident, criminal investigation, insurance claim, or actual or anticipated legal proceedings. Any retained footage will be stored securely, with access restricted to authorised personnel, and deleted once the reason for retention no longer applies.

9. Data Protection and Security

The school will ensure CCTV equipment is secure, access credentials are restricted to authorised personnel, and footage is processed in accordance with UK GDPR principles.

10. Rights of Individuals

Individuals whose images are captured by the CCTV system have rights under data protection legislation and may contact the school or Data Protection Officer regarding those rights.

Data Protection Officer (DPO): Natalie Ford, Business Support Manager
Email: n.ford@pines.bham.sch.uk

11. Monitoring and Review

The necessity and effectiveness of the CCTV system will be reviewed periodically, and this policy will be reviewed annually or sooner if legislation, guidance, or operational requirements change.

12. Roles and Responsibilities

Headteacher: overall responsibility for the operation and lawful use of CCTV.

Business Support Manager: day-to-day administrative oversight and management of footage requests.

ICT Operations Manager: technical maintenance, repair and security of the CCTV infrastructure only. All staff must comply with this policy and report concerns to the Headteacher.

Key Contacts

Headteacher: Wayne Tulloch

Business Support Manager and Data Protection Officer (DPO): Natalie Ford

ICT Operations Manager: Mark Thomas

Related Policies and Documents

This policy should be read alongside the school Data Protection Policy, Privacy Notice, Safeguarding Policy and Records Retention Schedule.

CCTV Privacy Information

Appropriate signage is displayed throughout the site informing individuals that CCTV is in operation. Further information regarding how personal data is processed can be found within the school Privacy Notice.