



Gatehouse School CCTV POLICY

Reviewed	Summer 2025
Next review	Summer 2026

Purpose of the Policy

The purpose of this policy is to set out the use and management of the Closed-Circuit Television (CCTV) system at Gatehouse School

The school uses CCTV to:

- Safeguard pupils, staff, visitors and the wider school community
 - Deter and prevent crime, vandalism and anti-social behaviour
 - Support the investigation of incidents
 - Protect school property and assets
 - Promote a safe and secure environment
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- Gatehouse School uses closed circuit television (CCTV) images for the prevention, identification and reduction of crime and to monitor the school buildings in order to provide a safe and secure environment for pupils, staff and visitors, and to prevent the loss or damage to school property.
 - CCTV surveillance at the School is intended for the purposes of: protecting the school buildings and school assets, both during and after school hours; promoting the health and safety of staff, pupils and visitors; reducing the incidence of crime and anti-social behaviour (including theft and vandalism); supporting the Police in a bid to deter and detect crime; assisting in identifying, apprehending and prosecuting offenders; and ensuring that the school rules are respected so that the school can be properly managed.
 - The system comprises a number of fixed cameras around the school site.

- The CCTV system is owned and operated by the school and the deployment of which is determined by the school's headteacher.
- The CCTV is a standalone system and operated by the school.
- The CCTV is monitored centrally from the school office by the Headteacher, the Deputy Headteacher, the Safeguarding Lead, the Premises Manager and the Vizst on-site engineer.
- All authorised operators with access to recorded images are aware of the procedures that need to be followed when accessing the images. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images.
- The use of the CCTV system will be conducted in a professional, ethical and legal manner and any diversion of the use of CCTV security technologies for other purposes is prohibited by this policy e.g. CCTV will not be used for monitoring employee performance.
- The use of CCTV for safety and security purposes has been deemed to be justified by the Headteacher and the Governing Board.
- The system is intended to capture images/video footage of intruders or of individuals damaging property or removing goods without authorisation or of anti-social behaviour.
- Cameras will be sited so they only capture images relevant to the purposes for which they are installed and care will be taken to ensure that reasonable privacy expectations are not violated.
- The School will ensure that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection Act. The school will make every effort to position cameras so that their coverage is restricted to the school premises, including external areas of the school site.
- Access to the CCTV system and stored images will be restricted to authorised personnel only. The system can only be accessed by password encryption on authorised devices. The system software keeps a log of when the authorised user access the system or stored images. A log book is also kept to record viewings, which are endorsed by two members of staff with permission to view.
- In relevant circumstances, CCTV footage may be accessed: By the police where the school is required by law to make a report regarding the commission of a suspected crime; or Following a request by the police when a crime or suspected crime has taken place and/or when it is suspected that illegal/anti-social behaviour is taking place on the school's property, or To the HSE and/or any other statutory body charged with child safeguarding; or To assist the Head teacher in establishing facts in cases of unacceptable student behaviour, in which case, the parents/guardians will be informed;

Why we have CCTV:

Gatehouse uses CCTV in areas where an adult may not be present at all times. CCTV is not used as a replacement for staff supervision.

Requests from parents:

The Headteacher can view footage from the CCTV system if she deems it necessary following a parental concern. Parents cannot view the CCTV directly.

Where are they?

The locations of the CCTV camera are:

GF Street Fire Escape	Internal Corridor opposite Headteachers Office	The corridor leading to the external fire door
Wallbank Hall	North West corner Wallbank Hall	Overview of Wallbank Hall
2F Year 2	North stair well 2nd floor	The stairs and down the corridor
Year 3 Lobby	The corner near the OT room	Classrooms doors and Chromebook trolley
Lunch Hall	North West corner Lunch hall	Overview of Lunch Hall
GF West Staircase	The corner near the Headteachers Office	Starwell to basement and Ground Floor corridor
3F Year 4	North stair well on 3rd Floor	Stairwell and corridor
Year 5 Lobby	3rd Floor corner near the elevator	Classroom doors and photocopier
3F Year 5	South stair well 3rd Floor	Stairwell and corridor
Year 6 Lobby	4th Floor corner near the elevator	Classroom doors and Chromebook trolley
Year 6 Stairwell	Stairwell between 3rd and 4th floors	Stairwell
GF Stairwell	South stair well ground floor	Stairwell to basement and Ground Floor corridor
GF Kitchen Fire Exit	Inside near the Kitchen fire exit	Kitchen Fire Exit
2F Stairwell	South stair well 2nd floor	Stairwell and corridor
Playground Basement Door	External Newhouse, opposite basement doors	Basement door near School Nurse office
Playground Overview	External Deputy Head Office	The playground
Front Gate	Above the Front Entrance	The pedestrian and vehicle gates
Main Entrance (Internal)	Above the copier near the main entrance	Entrance and internal walkway to lunch hall
Minibus Park	External near main entrance	The minibus parking area
Nursery Gated Playground	External Newhouse, playground side	The Nursery playground
Nursery Playground	External Newhouse, opposite basement doors	The Playground towards the Astro
Rear Exit Gate	External near Kitchen Fire Exit	Kitchen Fire Exit and Rear Gate
Nursery Entrance	External Newhouse near Newhouse Entrance	Basement door to gate leading to Kitchen
Main Road (North)	External Near Bursar office	The external pavement facing North
Main Road (South)	External Near Bursar office	The external pavement facing South
Astro-Turf Pitch	On the Astro fence near the PE	The Astro

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How long do we keep the records for?

The records of CCTV are kept for a minimum of 6 weeks and a maximum of 12 weeks depending on storage capacity.

Legal Framework

This policy complies with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Human Rights Act 1998
- Protection of Freedoms Act 2012
- ICO (Information Commissioner's Office) CCTV Code of Practice

The school is the **Data Controller** for the purposes of data protection legislation.

The school conducts a Data Protection Impact Assessment (DPIA) to ensure:

- CCTV use is necessary and proportionate
- Privacy risks are identified and mitigated
- The system continues to meet safeguarding and security needs

Complaints

Any concerns or complaints regarding the use of CCTV should be made in writing to the Headteacher.

If an individual is dissatisfied with the school's response, they may contact:

Information Commissioner's Office (ICO)

www.ico.org.uk