

BRISTOL SCHOOLS

CCTV POLICY

Bristol Brunel Academy – BS15 1NU
Bristol Metropolitan Academy – BS16 2HD
Brislington Enterprise College – BS4 5EY
Bridge Learning Campus – BS13 ORL

Skanska Facilities Management
Bristol Schools
Issued December 2017

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Document Review & Control

The following lists all reviews and significant changes made to this document, these changes must be communicated to all relevant parties and a record of these reviews detailed below.

Date	Amendment / review detail	Authorised by

Note: this policy document along with all relevant certificates and completed forms will be held in a secure safe, one safe per SFS office and labelled CCTV info only. Only the local nominated Skanska CCTV operatives will have access. Alternatively the nominated senior CCTV team manager will be able to access all 4 schools if required.

1. Statement of Intent

- The CCTV system will comply with the requirements both of the Data Protection Act and the Commissioner's Code of Practice.
- The school will treat the system, all information, documents and recordings (both those obtained and those subsequently used) as data protected under the Act.
- Cameras will be used to monitor activities within the school and its grounds.
- The CCTV system will be used for the security and protection of the schools buildings. The licence does not include the use for safeguarding, schools may obtain a licence for this purpose and use the same technology / cameras.
- The CCTV system is not intended to be used to evidence Authority Damage (AD), that said may be accessed if deemed feasible (i.e. following vandalism).
- The system has been designed to deny observation to adjacent private homes, gardens and other areas of private property.
- Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose.
- Images will only be released for use in the investigation of a specific crime with the written authority of the police.
- Images will never be released to the media / other parties other than the police.
- The planning and design has endeavoured to ensure that the system will give maximum effectiveness and efficiency but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.
- Warning signs, as required by the Code of Practice of the Information Commissioner will be clearly visible on the site.
- All officers will be SIA CCTV Licence holders.

2. System Management

- The system will be administered and managed by the following nominated Skanska personnel: Senior Building Assistants (SBA's), Caretakers and the Operations Manager. All will act as the Data Controllers, in accordance with the principles and objectives expressed in this policy. (See list of nominated personnel at the end of this document).
- The day-to-day management will be the responsibility of the Skanska Senior Building Assistants (SBA's) who will act as the System Managers.
- The system and the data collected will only be available to the Data Controller / System Manager.
- The CCTV system will be operated 24 / 7 – all year.
- The System Manager will check and confirm the efficiency of the system monthly, this will be recorded using the following form: CCTV Monthly Check List (FORM C). Ensuring that the equipment is properly recording and that cameras are functional.
- Unless an immediate response to events is required, cameras will not be directed at an individual, their property or a specific group of individuals, without authorisation in accordance with the Regulation of Investigatory Power Act 2000. These events must be linked to activities which may result in a breach of building security / damage.
- The System Manager must satisfy themselves of the identity of any person wishing to VIEW images or access the system and the legitimacy of the request. Where any doubt exists access will be refused.
- Request to view images is restricted to the school Principal, Head Teacher or Business Manager ONLY. Images may also be viewed by the police authority. Copying and downloading of images is NOT permitted. Images will only be released for use in the investigation of a specific crime with the written authority of the police.
- Details of ALL visits and visitors will be recorded on either CCTV Coverage Bristol Schools (FORM A) or (FORM B). Completed forms will be held in a file, this will be stored in the secure safe along with this policy document.
- Any visit may be immediately curtailed if prevailing operational requirements make this necessary.

3. Liaison

Liaison meetings may be held with all bodies involved in the support of the system.

Media Procedures

In order to maintain and preserve the integrity of the data (and to ensure their admissibility in any legal proceedings) any download media used to record events from the hard drive must be prepared in accordance with the following procedures: -

- Each download media must be identified by a unique mark.
- Before use, each download media must be cleaned of any previous recording.
- The System Manager (Data Controller) will register the date and time of download media insertion, including its reference.
- Download media required for evidential purposes must be sealed, witnessed and signed by the System Manager, then dated and stored in a separate secure evidence store. If a download media is not copied for the police before it is sealed, a copy may be made at a later date providing that it is then resealed, witnessed and signed by the System Manager, then dated and returned to the evidence store.
- If download media is archived the reference must be noted.
- Images may be viewed by the police for the prevention and detection of crime along with the authorised data controller.
- A record will be maintained of the release of any download media to the police or other authorised applicants.
- Viewing of images by the police must be recorded in writing.
- Should images be required as evidence, a copy may be released to the police under the procedures described in this policy. Images will only be released to the police on the clear understanding that the download media (and any images contained thereon) remains the property of the school, and download media (and any images contained thereon) are to be treated in accordance with Data Protection legislation.
- The school also retains the right to refuse permission for the police to pass the downloaded media (and any images contained thereon) to any other person. On occasions when a Court requires the release of a downloaded media this will be produced from the secure evidence store, complete in its sealed bag.
- The police may require the school to retain the downloaded media for possible use as evidence in the future. Such downloaded media will be properly indexed and securely stored until they are needed by the police.
- Applications received from outside bodies (e.g. solicitors) to view or release images will be referred to the boards, Legal department.
- Non Authorised viewing no allowed (i.e. disciplinary issues)

4. Summary of Key Points

The CCTV system is owned and operated by Skanska Facility Services on behalf of Bristol Schools, to include:

Bristol Brunel Academy – BS15 1NU

Bristol Metropolitan College – BS16 2HD

Brislington Enterprise College – BS4 5EY

Bridge Learning Campus – BS13 ORL

- The CCTV system and images are not available to visitors / public / teachers. Only nominated personnel may view images and must be accompanied by Skanska nominated CCTV Data Controller.
- Liaison meetings may be held with the police and other bodies if required.
- Downloaded media will be used properly indexed, stored and destroyed after appropriate use, in accordance with the Data Protection Act.
- Images may only be viewed by authorised personnel and the police.
- Downloaded media required as evidence will be properly recorded witnessed and packaged before copies are released to the police.
- Downloaded media will not be made available to the media for commercial or entertainment purposes.

End of Policy

(Appendices A)

Qualified Nominated Skanska CCTV Operatives and Data Controllers *Public Space Surveillance (SIA CCTV Operatives)*

Senior team CCTV managers and data controllers:

Tracy Bishop – Operations Manager – Tel: 07748 933545

Day to day system managers and data controllers:

Adrian Clapp – SBA, Bridge Learning Campus, BS13 0RL – Tel: 07970 304042

Martin Clapp – SBA, Oasis Academy, Brislington BS4 5EY – Tel:07850 717283

Justin Brown – Acting SBA, Bristol Metropolitan Academy BS16 2HD – Tel: 07880 404254

Ben Elder – Caretaker, Bristol Metropolitan Academy BS16 2HD – Tel: 07880 404266

Note: Ben and Justin will also support Brunel Academy

(Appendices B)

CCTV Coverage: Bristol Schools (FORM A)

RECORDING OF VIEWING BY AUTHORISED SCHOOL STAFF

Date and Time Imaged Viewed:

Date: Time:

Name of Persons Viewing the Image:

<u>Name</u>	<u>Designation</u>
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Reason for Viewing:

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Outcome:

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(Appendices C)

CCTV Coverage: Bristol Schools (FORM B)

RECORDING OF VIEWING BY THIRD PARTIES (i.e. POLICE)

Date and Time Imaged Viewed:

Date: Time:

Identification of any third party who was allowed access:

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Names of school staff present:

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Reason for allowing access:

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Crime number (if applicable):

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Location of the images:

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Signature of the person authorised to collect the images (where appropriate):

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Date and time copy created for evidential purposes:

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(Appendices E)

CCTV Equipment & Location

School Name:

Nominated CCTV Operative & Data Controller:

See below a full list of the CCTV equipment for the above location.

INSERT