

CCTV Policy

1. Aim

To manage the use of CCTV cameras at Ysgol Uwchradd Bodedern.

2. Objectives

- a) Ensure the safety of staff, pupils, visitors and reduce anxiety and fear;
- b) Safeguard the building and school resources;
- c) To help identify perpetrators;
- d) To assist in managing the school.

Statement of Intent

- The cameras conform to the requirements of the Data Protection Act 1998. The School deals with the system and all information, documents and images as data and therefore are protected under the Act.
- The cameras are not focused on private houses, gardens, on any other area of private property or on toilets.
- The use of the cameras or information for commercial purposes is not permitted.

Warning signs that cameras are in operation are displayed near the Main Entrance to the School by the side of the main road. In addition, there are signs to warn the public, staff and pupils that cameras are in operation in the School.

Operating the system

- The School registers with the Information Commissioner annually.
- The System Manager is Mrs Ann Roberts.
- The System Manager has the right to watch live and recorded images. The images are watched in a suitable office.
- The system is managed by the Site Manager in accordance with the Act. The Site Manager is responsible for maintenance of the system.
- The cameras are running live on a CYCLE of 5 days. Should it be necessary to investigate an incident, such as damage, the investigation must take place within 5 days.
- The cameras are situated in the following areas:

Outside - In order to protect the site and the public

- 1) School grounds - back / front

Internal - In order to protect staff, pupils, visitors and the public and to protect property and resources and ensure civilised behavior at all times.

- 1) School's Main Reception
- 2) Main Corridors
- 3) Teleganolfan
- 4) Bro Alaw
- 5) Year 12 + 13 Common Room

- If a request for a recording of an event eg from the Police, a CD will be burnt.

Procedures of Keeping Images on CD

- a) Each CD will be identified by a unique number.
- b) Ensure that each CD is 'clean' before use.
- c) Each CD is kept in a specific secure location.
- d) If a CD is needed for a crime, it must be protected in a special package and sealed.
If The Police asks for the CD, a record will be kept in a logbook. It must be ensured that the Police are clear that the CD is the property of YUB, and the information should be treated in accordance with the Act.
- e) The Police must provide an Incident Number.
- f) Once the CD is returned, it must be destroyed immediately.

- In any case of misbehavior at school, the Headteacher asks the System Manager to view the images and report back to the Headteacher.

Complaints

- Any complaints - should be made in writing to the attention of the Headteacher. These will be treated in accordance with the Act.