

# The Good Shepherd Catholic Primary School



*Following Jesus,  
The Good Shepherd,  
in all we say and do*

## **CCTV Policy 2023-2028**



*Following Jesus, The Good Shepherd, in all we say and do*

1. The type of systems in place are static.
2. The purposes for which the CCTV Systems are used are:
  - for the security and safety of staff and pupils
  - for the security of the premises and property located on site
3. The person who has been appointed to oversee the system and procedures is Amy Treadgold Nelson.
4. That person's position within the school is:  
Office Manager
5. The overseer is responsible for ensuring the system is in good working order. This check should be undertaken each working week.
6. The school will notify visitors to the site of the use of CCTV by placing signs to this effect at appropriate places around the school site
7. The images that are filmed will be held in a secure location and can only be accessed by those individuals authorised to do so. Authority for this purpose will be given by a member of the Senior Leadership Team only
8. The medium on to which the school records images is: local hard-drive inside the network video recorder (NVR).
9. Images are retained for 30 days at which point they will automatically be replaced by the current day's recording.  
Images required for evidential purposes beyond this period will be transferred to a USB stick and where held by the school retained for no longer than essential for the purpose. The existence of these exported images will be authorised by a member of the Senior Leadership Team, who will also be responsible for organising their destruction in an appropriate manner
10. A regular maintenance programme is in place and will be carried out in accordance with the agreed schedule by: Steele Security Systems.
11. During times of school closure, the CCTV system will continue to operate as normal
12. Access to images is limited to
  - the overseer
  - the Senior Leadership Team or those authorised by them
  - the police
13. Any request to view images should be submitted in writing and viewed only in a confidential environment

**Reviewed by:** Carmel Dodds

**Date:** February 2023

**Approved by:** Governors

**Date:** February 2023