MALET LAMBERT

CCTV Code of Practice

Effective Date:	21/11/2025
Date to be Reviewed:	21/11/2026
Contact Officer:	Mr Gavin Salter, Site Manager

1. Definitions for the Purposes of this Code

Personal data – any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly.

Data controller – the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data

System Manager – the person with day to day responsibility for making decisions about how the cameras are used and the processing of images captured, including maintaining the relevant code of practice.

Overt surveillance - means any use of surveillance for which authority does not fall under the Regulation of Investigatory Powers Act (RIPA) 2000.

2. Identified Key Risk Factors

The Education Alliance as data controller have identified the following risk factors.

Fraud / Theft / Wilful Damage / Breaches of Security / Use of Violence / Instances of Crime

3. Purpose of the System

- Prevent, investigate and detect crime
- Help reduce the fear of crime
- Assist with the apprehension and prosecution of offenders
- Enhance the safety of employees and the public
- To safeguard vulnerable adults and children
- Provide evidential material for court or committee proceedings
- Reduce incidents of public disorder and anti-social behaviour
- Evidence in investigations of gross misconduct (including protecting employees from allegations)
- Protect property
- Process Subject Access Requests

4. Camera Locations and Associated Coverage Linked to Perceived Risk Factors.

Camera Name	Floor	Location	Line of Site	Fixing	Risk indicator
001	Ground	Finance Office towards Canteen	Forum Lunch queue	Static	Theft / Damage / Violence / Breaches of Security
002	Ground	Canteen towards service hatch	Tables	Static	Theft / Damage / Violence
003	Ground	Outside 1.0.16	Landing	Static	Theft / Damage / Violence
004	Ground	Outside Admin Office	Tables	Static	Theft / Damage / Violence
005	Ground	Fisheye between atrium and canteen	Forum Tables	Pan Tilt Zoom (PTZ)	Theft / Damage / Violence
005A	Ground	Fisheye on atrium roof	Forum Tables	Static	Theft / Damage / Violence
006	Ground	Outside 1.0.11 Reprographics	Landing	Static	Theft / Damage / Violence
007	Ground	Reception looking at reception desk	Reception	Static	Theft / Damage / Violence Breaches of Security/Fraud
008	Ground	Reception entrance	Main Doors	Static	Theft / Damage / Violence / Breaches of Security
009	Ground	LRC Looking at round tables	Seating	Static	Theft / Damage / Violence
010	Ground	Panini Counter	Forum & Queue	Static	Theft / Damage / Violence
011	Ground	Atrium looking at mini elevator	Forum	Static	Theft / Damage / Violence
012	Ground	Library	Computer and seats	Static	Theft / Damage / Violence / Breaches of Security
013	Ground	First Aid Corridor	Landing	Static	Theft / Damage / Violence / Breaches of Security
014	Ground	Emergency Exit in between 1.0.49 & 1.0.48	Doors	Static	Theft / Damage / Violence / Breaches of Security
015	Ground	English Hallway outside 1.0.49A looking towards staircase	Stairs	Static	Theft / Damage / Violence
016	Ground	Old Entrance looking at Staircase	Stairs	Static	Theft / Damage / Violence
017	Ground	Outside HR Office	Doors	Static	Theft / Damage / Violence / Breaches of Security

018	Ground	Food Tech	Tech Corridor	Static	Theft / Damage / Violence
019	Ground	MLF Student Toilets	Toilet doors	Static	Theft / Damage / Violence
020	Ground	Emergency exit in between 1.0.33 & MFL Toilets	Doors	Static	Theft / Damage / Violence / Breaches of Security
021	Ground	MLF Corridor looking towards main stair well	Landing	Static	Theft / Damage / Violence / Breaches of Security
022	Ground	Outside 1.0.30	Landing	Static	Theft / Damage / Violence /
023	Ground	Outside 1.0.27	Landing	Static	Theft / Damage / Violence
024	Ground	Outside 1.0.24 looking at D&T Stairwell	Landing	Static	Theft / Damage / Violence / Breaches of Security
025	Ground	Outside 1.0.21 looking down D&T Corridor	Landing	Static	Theft / Damage / Violence
026	First	Looking at D&T Stairwell	Stairs	Static	Theft / Damage / Violence
027	First	Art block outside 1.1.34	Landing	Static	Theft / Damage / Violence
028	First	Looking at Art block Toilets	Toilet doors	Static	Theft / Damage / Violence
029	First	Outside 1.1.36A	Landing	Static	Theft / Damage / Violence
030	First	Outside 1.1.41 looking towards Main Stairwell	Landing	Static	Theft / Damage / Violence
031	First	Outside 1.1.41 looking towards Art Block	Landing	Static	Theft / Damage / Violence
032	Ground	Ground Floor English Forum	Forum	Static	Theft / Damage / Violence
033	First	Outside 1.1.46 looking at main stairwell	Landing	Static	Theft / Damage / Violence
034	First	English Corridor outside 1.1.51	Landing	Static	Theft / Damage / Violence
035	First	Outside 1.1.56 looking towards 1.1.61	Landing	Static	Theft / Damage / Violence
036	First	Outside 1.1.56 looking towards main stairwell	Stairs	Static	Theft / Damage / Violence
037	First	Maths Balcony looking towards Conference room	Forum	static	Theft / Damage / Violence
038	First	Maths Balcony looking towards Maths Breakout	Landing	Static	Theft / Damage / Violence
039	First	Outside Main Hall looking at Atrium Elevator	Landing	Static	Theft / Damage / Violence
040	First	Main Hall near stage	Chairs	Static	Theft / Damage / Violence
041	First	Main Hall at Back	Stage chairs	Static	Theft / Damage / Violence
042	First	Music Corridor outside 1.1.21	Landing	Static	Theft / Damage / Violence

043	First	Outside 1.1.17 looking towards Maths Block	Landing	Static	Theft / Damage / Violence
044	First	Outside 1.1.17 looking towards Atrium balcony	Landing	Static	Theft / Damage / Violence
045	First	Outside 1.1.12	Landing	Static	Theft / Damage / Violence
046	Dearing Ground	Left side Stairwell	Fire escape	Static	Theft / Damage / Violence/ Breaches of Security
047	Dearing Ground	Looking towards Dearing Toilets	Doors	Static	Theft / Damage / Violence / Breaches of Security
048	Dearing Ground	Main Stairwell above staff cupboard	Landing	Static	Theft / Damage / Violence
049	Dearing Ground	Outside 2.0.05 looking down corridor	Landing	Static	Theft / Damage / Violence
050	Dearing Ground	Right side Stairwell	Fire escape	Static	Theft / Damage / Violence / Breaches of Security
051	Dearing First	Outside 2.1.10 looking down Corridor	Landing	Static	Theft / Damage / Violence
052	Dearing First	Outside 2.1.05 looking at Science Breakout Area	Landing	Static	Theft / Damage / Violence
053	Dearing First	Main Stairwell above corridor entrance	Landing	Static	Theft / Damage / Violence
054	Dearing External	Above Main Entrance	Playground	Static	Theft / Damage / Violence / Breaches of Security
055	Dearing External	Right side of the building near roof	Playground	Static	Theft / Damage / Violence/ Breaches of Security
056	PE Internal	Looking at Staff Entrance	Car park	Static	Theft / Damage / Violence / Breaches of Security
057	PE External	Back Path Sports	Rear	Static	Theft / Damage / Violence / Breaches of Security
058	PE External	Entrance near PE Staffroom	Rear of Sports	Static	Theft / Damage / Violence / Breaches of Security
059	PE External	Near double doors entry to changing rooms	MUGA	Static	Theft / Damage / Violence / Breaches of Security
060	PE External	Corner of PE / Geog Staffroom	Side path of staffroom	Static	Theft / Damage / Violence / Breaches of Security
061	Main External	Bottom right courtyard looking towards MFL Block	Playground	Static	Theft / Damage / Violence /

					Breaches of Security
062	Main External	Bottom right Courtyard looking towards external café	Playground	Static	Theft / Damage / Violence / Breaches of Security
063	Main External	Above Panini Bar looking Central Courtyard	Playground	Static	Theft / Damage / Violence / Breaches of Security
064	Main External	Top Right Courtyard above external café	Playground	Static	Theft / Damage / Violence / Breaches of Security
065	Main External	Courtyard Entrance Outside D&T Exit looking Inwards	Playground	Static	Theft / Damage / Violence / Breaches of Security
066	Main External	Courtyard entrance outside 1.0.25 looking Inwards	Playground	Static	Theft / Damage / Violence / Breaches of Security
067	Main External	Courtyard Entrance looking towards Technology	Playground	Static	Theft / Damage / Violence / Breaches of Security
068	Main External	Outside Training room looking towards rubbish bins	Delivery road	Static	Theft / Damage / Violence / Breaches of Security
069	Main External	Outside corner of room 1.0.07A looking towards main entrance	Car park	Static	Theft / Damage / Violence / Breaches of Security
070	Main External	Outside 1.0.49 looking towards visitor car park	Car park	Static	Theft / Damage / Violence / Breaches of Security
071	Main External	Outside 1.0.49 looking at main school entrance	School entrance	Static	Theft / Damage / Violence / Breaches of Security
072	Main External	Outside 1.0.33 looking at bike shed	Bike sheds	Static	Theft / Damage / Violence / Breaches of Security
073	Car Park	Camera Pole outside PE Staff Entrance looking at Staff Car Park	Car park	PTZ	Theft / Damage / Violence / Breaches of Security
074	PE External	Looking at 3G pitches	3G Pitch	PTZ	Theft / Damage / Violence / Breaches of Security
075	PE External	Camera Pole down student path to PE student Entrance	Playground path	Static	Theft / Damage / Violence / Breaches of Security
076	Car Park	Camera pole looking at sports field	Car park	Static	Theft / Damage / Violence /

					Breaches of Security/Crime
077	Car Park	Near Energy Centre	Car park	Static	Theft / Damage / Violence / Breaches of Security/Crime
078	Semi Circle	Basketball Court	Playground	Static	Theft / Damage / Violence / Breaches of Security/Crime
079	PE External	Corner of PE / Geog Staffroom	Facing footpath front of Geog classrooms	Static	Theft / Damage / Violence / Breaches of Security
080	Main External	Outside 1.0.33 looking towards old entrance gate	Front of school	Static	Theft / Damage / Violence / Breaches of Security
081	Dearing	Below 1.1.34 towards external Auditorium	Playground	Static	Theft / Damage / Violence / Breaches of Security
082	Main External	Above old reception facing old caretakers house	Front of School	Static	Theft / Damage / Violence / Breaches of Security
083	Main External	Above old reception facing pupil entrance	Front of School	Static	Theft / Damage / Violence / Breaches of Security
084	Main External	In the Quad above fire doors closest to lift	Playground	Static	Theft / Damage / Violence / Breaches of Security
085	Main External	Quad under the canopy	Playground	Static	Theft / Damage / Violence / Breaches of Security
086	Main External	Science facing the Auditorium	Playground	Static	Theft / Damage / Violence / Breaches of Security
087	Dearing	Outside Dearing facing the DT classrooms	Playground	Static	Theft / Damage / Violence / Breaches of Security
088	Main External	Above DT Technician room facing the canopy and bin storage	Playground	Static	Theft / Damage / Violence / Breaches of Security
089	Main External	Above external double doors near the recycle room	Forum	Static	Theft / Damage / Violence / Breaches of Security
090	PE External	Camera pole on the basketball court	Playground & Basketball Court	Static	Theft / Damage / Violence / Breaches of Security

091	Main External	Camera pole on the basketball court	Playground & External Gym	Static	Theft / Damage / Violence / Breaches of Security
092	PE External	Corner of Activity Studio	Car Park	Static	Theft / Damage / Violence / Breaches of Security
093	Main External	Corner of 2nd floor landing	Landing	Static	Theft / Damage / Violence / Breaches of Security
094	PE External	External Vehicle Gate	Facing fire exit doors	Static	Theft / Damage / Violence / Breaches of Security
095	PE External	Corner of new PE Hall	Facing visitor carpark	Static	Theft / Damage / Violence / Breaches of Security
096	PE External	Corner of new PE Hall	Facing disabled parking bays	Static	Theft / Damage / Violence / Breaches of Security
097	PE External	Corner of new PE	Facing Energy Centre	Static	Theft / Damage / Violence / Breaches of Security
098	PE Internal	Above the double doors near room 3.0.04	Facing towards staffroom	Static	Theft / Damage / Violence / Breaches of Security
099	PE Internal	Above the double doors near room 3.0.04	Facing double doors near changing room doors	Static	Theft / Damage / Violence / Breaches of Security
100	PE Internal	Corner of corridor above changing room doors	Facing External Doors towards MUGA	Static	Theft / Damage / Violence / Breaches of Security
101	PE Internal	Near Toilets	Facing corridor for new PE hall	Static	Theft / Damage / Violence / Breaches of Security
102	PE Internal	Above fire exit doors	PE Toilets	Static	Theft / Damage / Violence / Breaches of Security
103	Shed 1	Back wall covering seating	Seating	Static	Theft / Damage / Violence / Breaches of Security
104	Shed 2	Back wall covering seating	Seating	Static	Theft / Damage / Violence / Breaches of Security

105	Sports Corridor	Disabled Toilets	Landing	Static	Theft / Damage / Violence / Breaches of Security
106	School remove	Internal Suspension	Classroom	Fisheye	Theft / Damage / Violence / Breaches of Security
107	House CCTV	Downstairs Living Room	Classroom	Static	Theft / Damage / Violence / Breaches of Security
108	House CCTV	Kitchen looking at door	Kitchen Stairs	Static	Theft / Damage / Violence / Breaches of Security
109	House CCTV	1st Floor	Stairs	Static	Theft / Damage / Violence / Breaches of Security
110	House CCTV	Room 1	Classroom	Static	Theft / Damage / Violence / Breaches of Security
111	House CCTV	Room 2	Classroom	Static	Theft / Damage / Violence / Breaches of Security
112	House CCTV	Room 3	Classroom	Static	Theft / Damage / Violence / Breaches of Security
113	House CCTV	Hall looking at stairs	Stairs	Static	Theft / Damage / Violence / Breaches of Security
114	House CCTV	Back garden facing disable slope	Garden	Static	Theft / Damage / Violence / Breaches of Security
115	House CCTV	Facing Grass Area	Garden	Static	Theft / Damage / Violence / Breaches of Security
116	House CCTV	Side of House facing Yard	Yard	Static	Theft / Damage / Violence / Breaches of Security
117	House	External classroom	Classroom	Static	Theft / Damage / Violence / Breaches of Security
118	Math's Exit	Top Floor (Stairs)	Stairs	Static	Theft / Damage / Violence / Breaches of Security
119	Math's Exit	Middle Floor	Stairs	Static	Theft / Damage / Violence / Breaches of Security

120	Math exit	Ground Floor	Stairs	Static	Theft / Damage / Violence / Breaches of Security
121	Toilet	School Remove	Landing	Static	Theft / Damage / Violence / Breaches of Security
122	2nd	Outside of School Remove	Landing	Static	Theft / Damage / Violence / Breaches of Security
123	2nd	School remove lockers	Landing	Static	Theft / Damage / Violence / Breaches of Security
124	2nd	School remove	Small classroom	Static	Theft / Damage / Violence / Breaches of Security
125	2nd	School remove	Large Classroom	Static	Theft / Damage / Violence / Breaches of Security
126	2nd	School remove	Large classroom Camera 2	Static	Theft / Damage / Violence / Breaches of Security
127	2nd	School remove toilets	Toilet area	Static	Theft / Damage / Violence / Breaches of Security
128	External	Quad food pod	Serving hatch	Static	Theft / Damage / Violence / Breaches of Security
129	External	Quad food pod	External Queue	Static	Theft / Damage / Violence / Breaches of Security
130	External	Pod 2 (Science)	Food pod Queue	Static	Theft / Damage / Violence / Breaches of Security

5. Control of Access to System and Images

The viewing of live time imagery captured on overt cameras that duplicate what is in general public view is acceptable. However, caution and discretion is advised at all times. Where possible, display screens should be placed in locations away from public view.

Cameras are monitored through a terminal which is located in room 1.0.43 and the recording equipment is also located in room 1.0.43.

Screens should be switched off at all times unless the camera is to be used for the purpose for which it was designed; this will avoid 'unintentional' viewing of unrelated imagery.

The Site Manager shall be the system manager and will hold the administrator's password and the right to allocate passwords to users of the system.

The named persons with associated levels of access rights to surveillance system are:

Ref	Staff Name, Job Role	Access Level
1	Gavin Salter, Site Manager	Full Access
2	Alex Dick, Finance Business Manager	Full Access
3	Dave Bassett, Assistant Site Manager	Full Access
4	Paul Browne, Caretaker	Full Access
5	Craig Lewery, Caretaker	Full Access
6	Patrick Sprakes, Headteacher	View Only
7	Steven Fenna, Deputy Headteacher	View Only
8	Paul Fortune, Deputy Headteacher	View Only
9	Keri Pearson, Assistant Headteacher	View Only
10	Pamela Tarbet, Assistant Headteacher	View Only
11	Dan, Johansson, Assistant Headteacher	View Only
12	Jonny Robinson, Director of Pupil Support	View Only
13	Valetta Norman, Head of House	View Only
14	Ellis Short, Head of House	View Only
15	Cara Mathews, Head of House	View Only
16	Leanne Race-Wordsworth, Head of House	View Only
17	Emma Genter, Head of House	View Only
18	Dave, Scott, Head of House	View Only
19	Kerry Palmer, Deputy Head of House	View Only
20	Arron Welpton, Deputy Head of House	View Only
21	Katie Moore, Deputy Head of House	View Only
22	Dee Mills, Deputy Head of House	View Only
23	Jo-anne Bould, Deputy Head of House	View Only
24	Louise Murray, Deputy Head of House	View Only
25	Imogen Mayhew, Pastoral Support Officer	View Only
26	Laura Battams, Pastoral Support Officer	View Only
27	Megan Marshall, Pastoral Support Officer	View Only
28	Nikki Wright, LSU Manager	View Only
29	Stacey Lalic, SENCO	View Only

All authorised users of the system must be trained in the use of the system and must have read the Code of Practice and procedures in relation to its use. Once training is complete, each authorised user will sign a training register to verify that they understand how to use the system. The training register is kept in room 1.0.43.

6. **Camera System Checks and Maintenance**

An 8am assessment of the system will be carried out by the morning caretaker to ensure that all cameras are receiving an image (basic functionality) and that the time and date shown on the images are correct. All instances of camera malfunction must be reported as soon as possible, to Clearview Fire & Security for repair.

Image capture quality must also be tested on a daily basis. All of the functioning cameras are to be selected (on a rotational basis) and the images produced tested for clarity (in case of the need for production of images for use, in cases of criminal prosecution).

Records of the tests are to be recorded on the Sypro job log system (Trust Management System for logging maintenance / Jobs).

7.   Retention of Recorded Images

Images recorded onto the hard drive of the CCTV systems shall be retained for a period of less than 28 days (unless images are being used for an ongoing investigation).

At the end of the 28 day period, images are overwritten automatically (by earliest date of recording first) or can be saved by an authorised named person if an investigation is ongoing.

This action must be recorded in the system logbook, detailing date period, by whom and why the images are being retained.

Any images that may have been saved must be deleted after a period of six calendar months of retention, unless a specific request has been received stating otherwise.

8.   Reference Tables in Use

Not in use

9.   Disclosure of Images

Any request by an outside organisation or individual (SAR), for access to recorded or real time CCTV images must be passed to the schools Data Protection Officer for logging and authorisation.

Should the request be a 'simple', unobtrusive request, this may be dealt with on site by the Site Manager or the Finance Business Manager.

Imagery must be reviewed by the authorised named person, taking into account any possible third-party inclusion in images. Every effort should be made to protect third party privacy.

Should the authorised named person feel that any third party would not have their basic right to privacy infringed, they may offer the individual/organisation requesting sight of the imagery, the opportunity to 'view' the recorded data.

Should the individual then go on to request a copy of the imagery, this must be referred to the school's Data Protection Officer for authorisation. The appropriate request form must be completed and a record made within the system logbook.

Should the school receive a request for CCTV footage from the Police the following Police requests do not require prior authorisation. However, the member of staff dealing with the request must be confident that there is a need to share the information and a log must be kept:

- Police requests relating to an immediate danger to the public/staff.
- Requests which relate to crimes the school has reported to the Police.

Once completed, details must be logged as with any other request.

If the request cannot be dealt with immediately, copied images must be held securely in the CCTV folder on the H drive as outlined in section 6.

10.   <u>Signage</u>

Appropriate signage is displayed on all the entrances (school boundary) into the school site as shown below. Which are included in the following areas:

1. 3 x Signs on each entrance at the front of school
2. 1 x Sign on the 3G pitch
3. 1 x Sign on the Entrance to the School Field
4. 1 x Sign on the Delivery Road Entrance
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11.   <u>References</u>

Human Rights Act 1998
Data Protection Act 2018
General Data Protection Regulation
Regulation of Investigatory Powers Act 2000
Freedom of Information Act 2000
Protection of Freedoms Act 2012
The Education Alliance Surveillance Camera Policy