



# OUSTON PRIMARY SCHOOLS SECURITY CAMERA SYSTEM POLICY

## PURPOSE

Security cameras have come into increasing use in school grounds, principally as part of crime prevention strategy, to aid in the protection of public safety and personal property. Ouston Primary School respects the privacy of all of the members of the school community, this policy has been developed to govern the use of school authorised security cameras on site, to ensure that such cameras are used appropriately.

The Governors of Ouston Primary School support the use of CCTV throughout the school grounds and main reception entrance for purposes of enhancing school safety and security. Our goals are to promote and foster a safe and secure teaching and learning environment for students and staff, to ensure public safety for community members who visit or use our school property, and diminish the potential for personal and local authority loss or destruction of property. Security camera recordings will be viewable by authorized designees only.

## GENERAL STATEMENT OF POLICY

### A. Signage and Notification:

Appropriate signage will be posted at major entrances to the school grounds and building that notify students, staff and the general public of the school's use of security cameras. The posted signs will read: **Surveillance Cameras in Use for Security Purposes.**

### B. Camera Placement:

The security camera system is installed in public areas only. These areas include school grounds, exterior entrances or exits to school building and main office reception foyer.

All internal areas except for the main reception foyer are excluded from security camera use.

### C. Use of Video Recordings

All recording or monitoring of video records will be conducted in a professional, ethical, and legal manner. The Head teacher or her expressly authorised designee shall oversee video surveillance.

Ouston Primary School Security Camera System will be in operation and may be monitored by school personnel and or law enforcement personnel throughout the year.

In compliance with the law, recorded information will be available for use as necessary by appropriate school officials and/or law enforcement personnel.

To maintain an informed school community, a list of the locations of all authorised security cameras used for the recording and monitoring of the school grounds will be made available upon request throughout the academic year. (Appendix 1)

An audit of the location, use, and effectiveness of all security cameras used for the recording and monitoring of the school grounds for non-obtrusive purposes will be conducted by the School Business Manager & the School's Governor responsible for Health & Safety on an annual basis and the results of that audit will be disseminated to the Full Governing Body.

#### **D. Data Storage:**

Any video recordings used for security purposes in school buildings or grounds are the sole property of the Ouston Primary School. Release of such videos will be made only as permissible pursuant to applicable law and with permission of the Head Teacher or her designee.

All recorded images made by school authorised security cameras will be archived for the school in a secure location for a specific predetermined period of time of 30 days and will be accessible to authorised school personnel only. Upon expiration of the predetermined time period for storage, all recorded images will be destroyed except if they are being used as part of an ongoing investigation of criminal activity. The alteration of previously recorded images is strictly prohibited.

No sound is to be monitored or recorded in connection with video surveillance systems.

Reviewed - February, 2020

NEXT REVIEW DATE - February, 2021