



# St. Mary's Church of England VC Infant School

*'Sharing, Caring, Learning and Loving with God'*

St Mary's Way

Baldock

SG7 6HY

[www.stmarysinfants.herts.sch.uk](http://www.stmarysinfants.herts.sch.uk)

Tel: 01462 892347

## CCTV Policy

### Policy Review:

This Policy will be reviewed annually

<b>Reviewed</b>	<b>September 2025</b>
<b>Next Review</b>	<b>September 2026</b>

### **Our Vision**

We aspire to be a community living life in all its fullness. We share, care, learn and love with God, valuing the dignity and respect of all humanity and creation. Through the power of the Holy Spirit Jesus' Kingdom comes and everyone can flourish together.

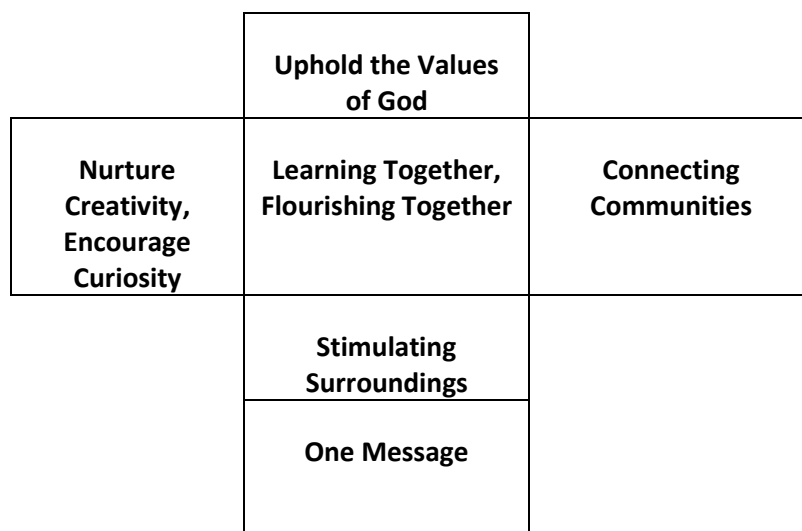
### **Our Mission**

'Sharing, caring, learning and loving with God.'

### **Our Values**

Friendship, Perseverance, Respect, Trust, Thankfulness, Humility, Generosity, Forgiveness, Courage, Peace, Compassion, Responsibility

### **Our 6 Key ideals that underpin our vision**



### **Understanding our vision**

Our 6 key ideals were created through the input of all stakeholders as being important factors in what we want from our school every day.

'We aspire to be a community living life in all its fullness' (John 10:10) Church of England vision for Education

'Sharing, Caring, Learning and Loving with God' (School's mission statement)

'Valuing the dignity and respect of all humanity and all creation' (Reference to Jonah and the Whale and the Church of England vision)

'Through the power of the Holy Spirit' (The importance of the Holy trinity and that we can't do it alone. We must work together.)

'Jesus' kingdom comes.' (Themed verse, Lord's Prayer and the goal of the school for us to create a peaceful and successful kingdom)

Flourish: Achievement

Together: Community

# CCTV Policy for St Mary's Infants School

## 1. Purpose

The purpose of this policy is to set out the management, operation, and use of the Closed-Circuit Television (CCTV) system at St Mary's Infants School. The system is intended to:

- Help protect the school premises from vandalism, theft, and other criminal activity.
- Assist in maintaining the safety and security of pupils, staff, and visitors.
- Deter inappropriate or dangerous behaviour on or around the school site.

The system will be operated in accordance with all relevant legislation, including the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and guidance from the Information Commissioner's Office (ICO).

## 2. Scope

This policy applies to all employees, visitors, pupils, and contractors of St Mary's Infants School.

## 3. CCTV System Overview

- The CCTV system covers key external and selected internal areas of the school premises, including entrances, exits, playgrounds and school grounds.
- No audio recording is in operation. The system captures **visual-only** footage.
- Cameras are not installed inside the premises other than the one which is in the school office foyer. There are no recordings of private areas such as toilets, changing areas, or staff rooms.

## 4. Access and Control

- The CCTV system is managed by the Senior Leadership Team (SLT).
- Only the **SLT, designated office staff**, and the **site caretaker** have access to the CCTV hard drive.
- CCTV footage will **not be accessible via mobile phones or remote apps**, and no staff member may access the system through personal devices.
- Access to the system will only be granted for legitimate purposes in line with this policy.

## 5. Data Storage and Retention

- CCTV footage is stored securely on a **local dedicated hardware device**.
- Recordings are retained for a maximum of **30 days**, after which they are automatically and permanently erased, unless required for investigative purposes.

- In cases where footage is required for legal or safeguarding reasons, it may be retained for longer with appropriate documentation and secure storage.

## 6. Use of Footage

- CCTV footage may be used:
  - To support investigations into incidents on school grounds.
  - As evidence in disciplinary proceedings (for staff or pupils), if appropriate.
  - To assist law enforcement or other relevant authorities in an official investigation.
- Access to footage will only be granted to third parties (e.g. police) where necessary, lawful, and formally requested.

## 7. Data Protection and Privacy

- Signs are clearly displayed around the school to inform individuals of the CCTV system and its purpose.
- The system is operated in accordance with the principles of data protection law and the school's Data Protection Policy.
- All footage is confidential and access is strictly controlled.

## 8. Responsibilities

- The Headteacher and SLT are responsible for ensuring the system operates in compliance with this policy.
- The school's Data Protection Officer (DPO) will support with any data access requests and ensure compliance with GDPR.

## 9. Review

This policy will be reviewed annually or in response to any significant changes in legislation, guidance, or the operation of the CCTV system.

---

**Approved by:**

Headteacher: \_\_\_\_\_

Date: \_\_\_\_\_

Chair of Governors: \_\_\_\_\_

Date: \_\_\_\_\_