



Lincoln Christ's Hospital School

CCTV Policy

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1. Introduction

The purpose of this policy is to regulate the use of Closed-Circuit Television (CCTV) and its associated technology in the monitoring and recording of both the internal and external environment of the premises under the remit of Lincoln Christ's Hospital School, in order to provide a safe and secure environment for our students, staff, and visitors.

2. Aims

This policy aims to set out the school's approach to the operation, management and usage of surveillance and CCTV systems on school property.

3. Purposes of CCTV

3.1 The purposes of the CCTV system are:

- To protect the school buildings, assets and the school community
- To increase personal safety and reduce the fear of crime, particularly for our students and staff
- To support the police in deterring and detecting crime, including incidents of bullying or other antisocial behaviour
- To assist in identifying, apprehending and prosecuting offenders who may pose a threat to the safety and well-being of our students, staff and visitors
- To determine the cause of accidents
- To assist in the effective resolution of any disputes arising in the course of disciplinary and grievance proceedings
- To assist in the defence of any litigation proceedings

3.2 The CCTV system will not be used to:

- Encroach on an individual's right to privacy
- Monitor people in spaces where they have a heightened expectation of privacy (including toilets and changing rooms)
- Follow particular individuals unless there is an ongoing emergency incident
- Pursue any other purposes than the ones stated above

3.3 The CCTV system is registered with the Information Commissioner under the terms of the Data Protection Act 2018 and complies with the UK GDPR.

4. Data Protection and Compliance

The school is committed to handling personal data responsibly and in compliance with data protection legislation, including the UK GDPR and Data Protection Act 2018. CCTV footage will be:

- Stored securely and encrypted where possible
- Retained only for a necessary period (typically 30 days unless required for an ongoing investigation)
- Accessed only by authorised personnel
- Subject to regular data protection impact assessments

5. Considerations for Students with Special Educational Needs and Disabilities (SEND)

The school recognises the importance of ensuring that the use of CCTV does not infringe on the privacy and dignity of SEND students. Measures will be taken to:

- Ensure CCTV is used appropriately in areas where SEND students may require additional support

- Provide clear guidance on the use of CCTV when monitoring or supporting SEND students
- Maintain the safety and well-being of SEND students while respecting their individual needs and rights

6. Roles and Responsibilities

- **The Governing Board:** Ensures the CCTV system operates within the parameters of this policy and relevant legislation.
- **The Headteacher:** Oversees the day-to-day management of the CCTV system and liaises with the Data Protection Officer (DPO).
- **The Data Protection Officer (DPO):** Ensures compliance with data protection laws and advises on privacy concerns.
- **The System Manager:** Maintains the CCTV system, ensures footage integrity and oversees security measures.

7. Complaints

Complaints regarding CCTV usage should be directed to the Headteacher or the DPO in accordance with the school's complaints policy.

8. Monitoring and Review

This policy will be reviewed annually by the Headteacher and DPO to determine whether the continued use of surveillance remains necessary, proportionate and effective in meeting its stated purposes.