



CCTV Policy

Approved by:	Kirsty Burridge
Last reviewed:	August 2025
Next Review by:	September 2026
Review Cycle:	Annual

1. Purpose of this Policy

Blue Sky Independent School uses CCTV, including a Ring video doorbell and Ring cameras in specific zones, to support our duty to provide a safe, secure, and well-supervised environment for children, staff, families and visitors.

The primary purpose of our CCTV system is safeguarding and welfare.

CCTV is used to:

- Promote the safety and wellbeing of all children
- Support the safeguarding and protection of children at risk of harm
- Deter, identify, and support responses to unsafe or inappropriate behaviour
- Support the management of site security, including preventing unauthorised access
- Support incident investigation where concerns arise relating to:
 - safeguarding or child protection
 - violence or threatening behaviour
 - bullying or child-on-child abuse
 - intrusion or suspicious activity
 - allegations against staff or visitors
- Provide reassurance to children and families that we take safeguarding seriously

CCTV is **not** used to:

- Monitor staff performance or conduct “general surveillance”
- Replace appropriate staffing, supervision, risk assessments, or safeguarding practice
- Record inside toilets, changing areas, or any private/intimate spaces

2. Safeguarding Statement

We recognise that children in alternative provision may have additional vulnerabilities and a greater need for a safe and consistent environment.

CCTV is one of several safeguarding measures in place. It supports:

- safeguarding investigations
- accurate reporting and recording of incidents

- safer site management and visitor control
- immediate response to concerns about welfare or safety

CCTV footage may form part of safeguarding records when necessary.

All staff understand that safeguarding is everyone's responsibility and that CCTV does not replace professional judgment, vigilance, and safe practice.

3. Legal Framework

This policy follows relevant guidance and legislation including:

- UK GDPR and the Data Protection Act 2018
- Keeping Children Safe in Education (KCSIE 2025)
- Working Together to Safeguard Children
- Human Rights Act 1998 (right to privacy)
- Freedom of Information Act 2000 (*where applicable*)

4. System Overview (Ring)

We use the Ring CCTV system including:

- Ring video doorbell at the main entrance (captures video and audio)
- Ring cameras covering selected internal zones

4.1 Camera Locations

Cameras are positioned in areas such as:

- building entrance / main door
- Zones 2, 3, 6
- sports hall

A list of camera locations is held securely by the Designated Safeguarding Lead (DSL) / Leadership Team.

4.2 Areas where CCTV will **NOT** be installed

CCTV will never be placed in:

- toilets
- medical/intimate care areas

- staff private areas (e.g. staff toilets, staffroom)

5. Signage and Transparency

We will ensure children, parents/carers, staff, and visitors are made aware that CCTV is in operation through:

- clear signage at entry points and monitored areas
- information available via this policy (and where appropriate, the website)
- staff induction and safeguarding training

6. Data Protection, Privacy and Proportionality

We recognise CCTV is intrusive by nature. We ensure CCTV use is:

- lawful, fair, and transparent
- necessary and proportionate
- focused on safeguarding and site safety
- limited to appropriate locations and purposes

We will not use CCTV in a way that unnecessarily infringes on the privacy of children, staff, or visitors.

7. Who Can Access CCTV Footage

Access to live viewing and recordings is strictly controlled.

Only the following individuals may access CCTV footage where necessary:

- Headteacher/Provision Lead
- Designated Safeguarding Leads (DSL/DDSL)
- Director with Safeguarding Oversight / Proprietor
- Data Protection Officer / Business Manager / Administrator

Access will be granted only when there is a valid safeguarding or security reason.

8. Using Footage for Safeguarding Concerns

Footage may be reviewed when there is:

- a child protection concern
- an incident involving behaviour that may present a risk

- an allegation involving a child, staff member, volunteer or visitor
- a safeguarding query requiring clarification of events or timings
- evidence needed to inform next steps (e.g. referrals, safety planning)

Where footage relates to safeguarding, it may be shared with:

- Children's Social Care
- Police
- Local Authority Designated Officer (LADO)
- other agencies where lawful and appropriate

Any sharing will be recorded and justified.

9. Storage, Retention and Deletion

CCTV footage is stored securely via the Ring system. Access is password protected and controlled.

9.1 Retention period

Footage is retained for 30 days in line with system capacity and operational need, unless:

- it is required for safeguarding, disciplinary, or legal purposes
- it is requested by relevant authorities
- it is needed for an ongoing investigation

If required as evidence, footage will be securely exported and retained only as long as necessary.

10. Audio Recording

Ring devices may capture audio as well as video.

Where audio is enabled, it is used only for:

- confirming identity at the door/entry point
- supporting site safety and safeguarding decisions

Audio will not be used to:

- listen to staff conversations
- monitor children's conversations in a routine or intrusive manner

11. Requests for Footage (Subject Access Requests)

Individuals may request access to CCTV footage where they are identifiable, in line with UK GDPR.

Requests should be made in writing to: **Gemma Weston** - gweston@bsleducation.co.uk

We may refuse or redact footage if it:

- contains images of other individuals who cannot consent
- could compromise safeguarding
- could prejudice an ongoing investigation
- is legally exempt under data protection law

Requests will be responded to within statutory timescales.

12. Security of the System

To protect children, staff and visitors, we ensure:

- secure passwords and two-factor authentication where available
- access limited to authorised personnel
- devices are regularly updated and maintained
- footage is not downloaded or shared informally
- staff do not view CCTV footage on personal devices unless explicitly authorised and secured

13. Staff Conduct and Professional Boundaries

Staff must not:

- share CCTV footage via personal email, WhatsApp, or social media
- show footage to children or families without authorisation
- use footage for entertainment, gossip or informal purposes
- record screens or take photographs of CCTV footage

Any misuse may lead to disciplinary action.

14. Complaints

Any concerns about CCTV should be raised with:

- the DSL / Provision Lead
- the Director with Safeguarding Oversight
- Data Protection Lead

Complaints will be handled in line with the complaints policy and data protection obligations.

15. Review and Monitoring

This policy will be reviewed:

- annually, or
- sooner if there are changes to safeguarding arrangements, premises layout, or CCTV equipment

The Director with Safeguarding Oversight will monitor CCTV arrangements to ensure they remain:

- safeguarding-led
- proportionate
- compliant with legislation

Appendix A – Quick Summary for Parents/Visitors

Why do we use CCTV?

To support safeguarding, protect children and staff, and keep the site secure.

Where is CCTV used?

At entrance points and selected monitored zones. Not in private areas.

Who can access footage?

Only authorised senior staff/DSLs for safeguarding and safety reasons.

How long is footage kept?

For 30 days unless needed for an investigation.