



PRIORY SCHOOL
EDGBASTON

CCTV POLICY

(STATUTORY)

Trustee Committee:	Risk & Compliance	
Date Approved:	September 2025	
Next of Review:	September 2028	
Member of Staff Responsible:	R Higgins Finance and Facilities Manager	
Trustee Overseer:	Mr Brereton	
Intended Audience:	Options: Employees, Volunteers, Parents, Pupils and Visitors	
Relevance:	Whole School	Yes
	Early Years	Yes
	Preparatory	Yes
	Seniors	Yes
Access:	Website	Yes
	Internal	Yes
	Restricted	No

Our Mission Statement

Priory School is a thriving, co-educational independent school founded upon a rich Catholic heritage which welcomes those from all faiths and none.

In partnership with parents and guardians we provide a nurturing, family-based ethos, alongside high-standards of teaching and learning, enabling all pupils to achieve their potential.

We embrace diversity and interfaith understanding alongside awareness of environmental and global issues, in response to the needs of our time.

The Governors and staff at Priory School are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors, regardless of their education, physical, sensory, social, spiritual, emotional or cultural needs.

The Governors, staff and pupils are committed to the safeguarding and welfare of pupils and staff.

To meet the needs of our school community, all our policies, including this policy, can be made available on different formats such as different font sizes or styles, colour, or alternate languages.

The Governing Council understands it has responsibility for ensuring the effective oversight of this policy and will assess, evaluate and review as necessary.

1.0 Priory School CCTV intended purpose

The CCTV system at Priory School was installed for the purpose of crime detection and prevention and also incident monitoring throughout the school buildings and campus for the promotion of Health & Safety.

Main objectives of the CCTV system:

- a) To protect pupils, staff and visitors.
- b) To increase personal safety and reduce the fear of crime.
- c) To protect the school buildings and assets.
- d) Without prejudice, to protect the personal property of pupils, staff and visitors.
- e) To support the police in preventing and detecting crime.
- f) To assist in identifying, apprehending and prosecuting offenders.
- g) To assist in managing the school.

2.0 Priory School's Data Controller

The appointed Data Controllers who are responsible for access to and maintenance of the CCTV system are the Finance and Facilities Manager and Facilities Co-ordinator.

3.0 Priory School's Administrator

The appointed administrator who is responsible for install, set up, installation of updates and delegate permissions to Data controller's and their computers, is the IT Manager. The administrator is not a data Controller and should not view any CCTV without permission from the Headteacher or the Data Controllers.

4.0 Scope of camera surveillance

All CCTV cameras are positioned to monitor areas within the external boundaries of Priory School. No cameras will film adjoining roads or neighbouring properties.

5.0 Operation of Priory School CCTV system

The Priory School CCTV system records continually 24 hours a day, 7 days a week and 365 days each year.

6.0 Assessment of the system

Performance monitoring, including random operating checks, may be carried out by the Data Controllers.

7.0 Viewing the CCTV content

Areas of the campus may be continually monitored for the safety of pupils and staff. The majority of CCTV data is only viewed in response to a specific incident.

The recorded content for CCTV system A remains on the system for 365 days and is then overwritten by new content.

The recorded content for CCTV system B remains on the system for 14 days and is then overwritten by new content.

The recorded content for CCTV system C remains on the system for 30 days and is then overwritten by new content.

The recorded content for the body cams remains on the body cam for 14 days and is then deleted by the Data Controllers.

For safeguarding purposes and for the purpose of data protection, the CCTV footage may only be viewed by the Data Controller. The Data Controllers may share the images with

- Police.
- Authorised members of staff.
- Leadership team and in certain cases.
- The data subject (only if authorised by the Headteacher).
- The Designated Safeguarding Lead or his/her appointed deputy to examine behaviour which may give rise to any reasonable safeguarding concern.
- To assist the school in establishing facts in cases of unacceptable pupil behaviour, in which case, the parents/guardian will be informed as part of the school's management of a particular incident.
- A student that has gone missing.
- To the School's insurance company where required in order to pursue a claim for damage done to insured property; or
- In any other circumstances required under law or regulation. Where images are disclosed, a record will be made on the system log including the person viewing the images, the time of access, the reason for viewing the images, the details of images viewed and a crime incident number (if applicable).

The Data Controllers must be satisfied of the identity of any person wishing to view images or access the system and the legitimacy of the request. Where any doubt exists access will be refused.

Details of all visits and visitors will be recorded to include time/data of access and details of images viewed.

Our external security contractor (Watch Systems) will, in response to an out of hours activation of the camera system, be able to view live footage of the monitored area. This activation will be reported immediately to a key holder from Securitas.

8.0 CCTV on Mobile Phones

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As an extension of the fixed camera system, Facilities Team members (Key Holders) are issued with cameras on their work mobile phones. These mobile camera's capture data for the same purpose as the fixed camera system. Key Holders who use cameras on their phones are aware that the Data Controllers may at any time carry out random inspections of the stored data for safeguarding purposes.

9.0 Key Holders

Rebecca Higgins – Finance and Facilities Manager

Jennifer Williams – Facilities Co-ordinator

Marc Jones – Site Manager

Lee Sparks – Maintenance Engineer

David Lowe – Maintenance Engineer

10.0 Access by the Data Subject

The Data Protection Act provides Data Subjects (individuals to whom "personal data" relate) with a right to data held about themselves, including those obtained by CCTV.

Requests for Data Subject Access should be made to:

Headteacher, Priory School, 39 Sir Harry's Road, Edgbaston, Birmingham. B15 2UR

11.0 Public awareness of camera monitoring

There are signs displayed in each camera location stating that CCTV is in operation in this area.

12.0 Location of CCTV cameras

Cameras are located at various points around the external perimeter of the buildings to ensure the security of main access points and to monitor safe pupil movement around the campus for health and safety purposes.

CCTV camera locations

System A

- 1) Sixth Form Common Room
- 2) Front Car Park Reception End
- 3) Main Reception
- 4) Lodge
- 5) West End Corridor
- 6) West End Stairs
- 7) Front Car Park Middle
- 8) Front Car Park Entrance Gates
- 9) West end Area
- 10) Outside Prep Library

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- 11) Bin area – kitchen car park
- 12) Poppets Playground
- 13) Gym front entrance
- 14) Rear sixth form outside
- 15) Senior library Patio
- 16) Bike shed area
- 17) Multi Gym
- 18) Sports Hall

System B

- 1) Senior Library Reading Area
- 2) Senior Library Computer 1
- 3) Senior Library Computer 2
- 4) Fields outside
- 5) Dining hall stairs
- 6) Science stairs
- 7) Panoramic 1 outside rear lawn
- 8) Panoramic 2 outside rear lawn
- 9) Panoramic 3 outside rear lawn
- 10) Panoramic 4 outside rear lawn

System C

- 1) Dinner hall
- 2) 2 x mobile cameras - these cameras can be moved to different areas of the school, depending on the day's events, changes of area, or reported behaviour with the permission of the Headteacher. A log must be made of where the camera is placed. The log will be updated by the Finance and Facilities Manager or the Facilities Co-ordinator

13.0 Body Cams

As an extension of the fixed camera system, Facilities Team members are issued with body cams. These mobile camera's capture data for the same purpose as the fixed camera system. Each unit clearly displays the CCTV signage. These cameras capture both video and audio. There are seven of these units in operation and units are securely stored on school premises when not in use.

The Facilities team who use body cams are aware that the Data Controller may at any time carry out random inspections of the stored data for safeguarding purposes.

14.0 Expansion of the CCTV system

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As the School develops, new areas are identified as requiring surveillance. As these areas are identified, CCTV cameras are fitted as is the appropriate signage and the camera added to the system as detailed above.

15.0 System Maintenance

The CCTV system is maintained and service by Watch Systems, the School's external security contractors.

16.0 Registration of the CCTV system

Priory School is registered with ICO (Information Commissioners Office) and registration is renewed annually.

17.0 Download media procedure

In order to maintain and preserve the integrity of the data (and to ensure their admissibility in any legal proceedings) any download media used to record events from the hard drive must be prepared in accordance with the following: -

- Each download media must be identified by a unique mark.
- Before use, each download media must be cleaned of any previous recording.
- The Data Controllers will register the date and time of download media insertion, including its reference.
- Download media required for evidential purposes must be sealed, and signed by the Data Controller, then dated and stored in a separate secure evidence store.
- If download media is archived the reference must be noted.
- Images may be viewed by the police for the prevention and detection of crime
- Viewing of images by the police must be recorded in writing.
- A record will be maintained of the release of any download media to the police or other authorised bodies.
- Applications received from outside bodies (e.g., solicitors) to view or release images will be referred to the Headteacher and the School's Legal department.

18.0 Statement of intent

The CCTV system will seek to comply with the requirements both of the Data Protection Act and the Commissioner's Code of Practice.

The school will treat the system, all information, documents and recordings (both those obtained and those subsequently used) as data protected under the Act.

Cameras will be used to monitor activities within the school and its grounds to identify criminal activity actually occurring, anticipated, or perceived. It will be used for the purpose of securing the safety and wellbeing of the pupils, staff and school together with its visitors.

The system has been designed to deny observation on adjacent private homes, gardens and other areas of private property.

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Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose.

Images will only be released to the media for use in the investigation of a specific crime with the written authority of the police.

Where CCTV is operational, signage will be displayed to comply with current regulations.

19.0 Complaints

Any complaints about the school's CCTV system should be addressed to the Headteacher. Complaints will be investigated in accordance with the ICO Code of Practice.

20.0 Monitoring and Review

Legislation and Codes of Practice as they apply to school policies are constantly being reviewed and any change will be reflected in our documentation as soon as practicable.

The policy will be monitored by the Finance and Facilities Manager who will report to the Headteacher on a regular basis.