

CCTV Policy



Pride
Passion
Partnership
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Positivity

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Policy Owner	Shabir Sadeeq, Estates and Facilities Manager
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Should you have any queries regards this policy, note an omission or wish to propose an amendment, please email mattheweldon.lake@thebridgetrust.academy

1. Introduction

- 1.1 The Trust recognises that CCTV systems can be privacy intrusive. For this reason, the Trust has carried out a data protection impact assessment with a view to evaluating whether the CCTV system in place is a necessary and proportionate means of achieving the legitimate objectives set out below.
- 1.2 The result of the data protection impact assessment has informed the Trust's use of CCTV and the content of this policy.

2. Objectives

- 2.1 Review of this policy shall be repeated regularly and whenever new equipment is introduced, a review will be conducted and a risk assessment put in place. We aim to conduct reviews no later than every two years.
- 2.2 The purpose of the CCTV system is to assist the Trust's in reaching the following objectives:
- To protect pupils, staff and visitors against harm to their person and/or property;
 - To increase a sense of personal safety and reduce the fear of crime;
 - To protect the Trust buildings and assets;
 - To support the police in preventing and detecting crime;
 - To assist in identifying, apprehending and prosecuting offenders;
 - To assist in establishing cause of accidents and other adverse incidents and prevent reoccurrence; and
 - To assist in managing the Trust.

3. Purpose of This Policy

- 3.1 The purpose of this policy is to regulate the management, operation and use of the CCTV system (closed circuit television) at the Trust.
- 3.2 The CCTV system used by the Trust comprises of:

Camera Type	Location	Sound	Recording Capacity
Fixed	Primary main entrance Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	Rear of Primary Admin block outside ladies WC Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	Rear corner of primary admin block facing gym Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	Primary gym facing playground Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	Alcove opposite polar bears facing foyer side fire exit Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	Outside giraffes Fire Exit Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y

Camera Type	Location	Sound	Recording Capacity
Fixed	Corner of toilet block by sensory rooms Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	Fire exit opposite foxes classroom Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	Dragons corridor side fire exit onto KS1 playground Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	Outside of servery corridor at primary end Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	Secondary dining hall KS1 area Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	Science class at library end Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	Library on showers side Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	End wall of girls showers Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	Girls showers corridor end facing boys showers Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	Boys showers corridor facing sensory block Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	Sensory block corridor end facing admin block Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	Secondary main entrance above windows to left Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	Above gym fire exit at Servery end Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y

Camera Type	Location	Sound	Recording Capacity
Fixed	Laundry room toilets facing tank room Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	Laundry room toilets facing dragons Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	Second main entrance/ fire exit between dragons Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	Foxes at hedgehogs end Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	Above plant room door Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	Laundry room toilets facing dragons Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	Laundry room toilets facing tank room Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	Second main entrance/ fire exit between dragons/ foxes Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	Foxes at hedgehogs end Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	Above plantroom door Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	Library lobby Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	Corridor 3 library end Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	Girls showers lobby Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y

Camera Type	Location	Sound	Recording Capacity
Fixed	Central area corridor 3 Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	Corridor 2-3 partition Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	Boys showers lobby Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	Corridor 1 skylight at corridor 2 end Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	Sensory lobby Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	Corridor 1 foyer partition Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	Foyer admin corridor Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	Foyer lobby Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	Gym corridor foyer end Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	Gym corridor dining hall end Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	Secondary dining hall and gym Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	Servery corridor primary end Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	Primary dining servery end Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y

Camera Type	Location	Sound	Recording Capacity
Fixed	Dragons corridor dining hall end Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	Dragons corridor central intersection Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	Dragons corridor by second entrance fire exit Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	Foxes Corridor windowed recess dragons end Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	Foxes toilets lobby area Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	Koalas corridor outside koalas door Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	Koalas corridor by partition to tigers corridor Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	Tigers corridor by partition to elephants corridor Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	Elephants corridor by dolphins door Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	Elephants corridor by partition to foyer Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	Foyer opposite elephants corridor Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	Foyer by main entrance Fen Rivers, Kilhams Way, Kings Lynn, PE30 2HU	N	Y
Fixed	Outside kitchen car park Easton School, Bawburgh Road NR9 5EA	N	Y
Fixed	Kitchen/ Dining hall facing fire exit Easton School, Bawburgh Road NR9 5EA	N	Y

Camera Type	Location	Sound	Recording Capacity
Fixed	SE corner sports hall facing fire exit Easton School, Bawburgh Road NR9 5EA	N	Y
Fixed	Main entrance facing out over car park Easton School, Bawburgh Road NR9 5EA	N	Y
Fixed	N Internal corner EYFS towards entrance and walkway Easton School, Bawburgh Road NR9 5EA	N	Y
Fixed	N Internal corner EYFS facing along EYFS Easton School, Bawburgh Road NR9 5EA	N	Y
Fixed	N Corner base facing main entrance Easton School, Bawburgh Road NR9 5EA	N	Y
Fixed	NE Corner base facing end of building Easton School, Bawburgh Road NR9 5EA	N	Y
Fixed	NE Corner base facing along building Easton School, Bawburgh Road NR9 5EA	N	Y
Fixed	E Corner Primary MUGA facing Base Easton School, Bawburgh Road NR9 5EA	N	Y
Fixed	SE Face plant room facing sports hall Easton School, Bawburgh Road NR9 5EA	N	Y
Fixed	SW Carpark next to bin store facing car park Easton School, Bawburgh Road NR9 5EA	N	Y
Fixed	N Carpark taxi rank facing car park Easton School, Bawburgh Road NR9 5EA	N	Y
Fixed	W car park facing main gate Easton School, Bawburgh Road NR9 5EA	N	Y
Fixed	York Way pathway Bridge Primary School, Hungerford Road N7 9LD	N	Y
Fixed	York Way 2 facing oncoming Primary School, Hungerford Road N7 9LD	N	Y
Fixed	Main entrance facing reception doors Primary School, Hungerford Road N7 9LD	N	Y
Fixed	Front car park left hand side Primary School, Hungerford Road N7 9LD	N	Y
Fixed	Rear entrance doors Primary School, Hungerford Road N7 9LD	N	Y

Camera Type	Location	Sound	Recording Capacity
Fixed	Rear entrance lobby facing double doors Primary School, Hungerford Road N7 9LD	N	Y
Fixed	Reception Lobby Primary School, Hungerford Road N7 9LD	N	Y
Fixed	First floor outside staff room Primary School, Hungerford Road N7 9LD	N	Y
Fixed	First floor facing lockers outside lift Primary School, Hungerford Road N7 9LD	N	Y
Fixed	Outside entrance facing entrance doors Secondary school Carleton Road N7 0EQ	N	Y
Fixed	Outside side gate facing bins Secondary school Carleton Road N7 0EQ	N	Y
Fixed	Car park entrance gates Secondary school Carleton Road N7 0EQ	N	Y
Fixed	Outside site officers office Secondary school Carleton Road N7 0EQ	N	Y
Fixed	Ground floor atrium facing reception Secondary school Carleton Road N7 0EQ	N	Y
Fixed	Ground floor facing atrium wall Secondary school Carleton Road N7 0EQ	N	Y
Fixed	Ground floor stairwell Secondary school Carleton Road N7 0EQ	N	Y
Fixed	Reception entrance facing inner doors Secondary school Carleton Road N7 0EQ	N	Y
Fixed	Ground floor inside reception Secondary school Carleton Road N7 0EQ	N	Y
Fixed	Shared lobby area Secondary school Carleton Road N7 0EQ a facing Zone	N	Y
Fixed	Shared lobby area facing main entrance Secondary school Carleton Road N7 0EQ	N	Y
Fixed	First floor corridor facing lift Secondary school Carleton Road N7 0EQ	N	Y
Fixed	Third floor corridor facing classrooms Secondary school Carleton Road N7 0EQ	N	Y

Camera Type	Location	Sound	Recording Capacity
Fixed	Second floor corridor facing classrooms Secondary school Carleton Road N7 0EQ	N	Y
Fixed	First floor facing lockers Secondary school Carleton Road N7 0EQ	N	Y
Fixed	Third floor corridor facing play deck side Secondary school Carleton Road N7 0EQ	N	Y
Fixed	Second floor facing corridor Secondary school Carleton Road N7 0EQ	N	Y
Fixed	Wall opposite small entrance gate ILS School Dowrey Street N1 0HY	N	Y
Fixed	Wall opposite double gate carpark ILS School Dowrey Street N1 0HY	N	Y
Fixed	Car park facing entrance auto gate ILS School Dowrey Street N1 0HY	N	Y
Fixed	Outside building right hand side ILS School Dowrey Street N1 0HY	N	Y
Fixed	Facing residential building ILS School Dowrey Street N1 0HY	N	Y
Fixed	Above G001 door opposite stairs ILS School Dowrey Street N1 0HY	N	Y
Fixed	Above door towards New River College ILS School Dowrey Street N1 0HY	N	Y
Fixed	Right hand side near reception office ILS School Dowrey Street N1 0HY	N	Y
Fixed	Above double door near lift ILS School Dowrey Street N1 0HY	N	Y
Fixed	Entrance Corridor next to GO70 ILS School Dowrey Street N1 0HY	N	Y
Fixed	Front entrance door Bridge Satellites Duncombe Road, London N19 3DL	N	Y
Fixed	Front of school Bridge Satellites Duncombe Road, London N19 3DL	N	Y

Camera Type	Location	Sound	Recording Capacity
Fixed	Outside central office facing playground, Hungerford School, Hungerford Road, N7 9LF	N	Y
Fixed	Outside central office facing nursery playground, Hungerford School Hungerford Road, N7 9LF	N	Y
Fixed	Outside boys toilet facing playground, Hungerford School Hungerford Road, N7 9LF	N	Y
Fixed	Outside main entrance facing vehicle gate, Hungerford School Hungerford Road N7 9LF	N	Y
Fixed	Reception Lobby, Hungerford School, Hungerford Road N7 9LF	N	Y
Fixed	Main entrance facing Pedestrian gate Hungerford school, Hungerford Road N7 9LF	N	Y
Fixed	Front of Hungerford facing towards 2 nd pedestrian gate, Hungerford School, Hungerford Road N7 9LF	N	Y
Fixed	Facing alley to the side of the Nursery, Hungerford School Hungerford Road N7 9LF	N	Y

- 3.3 CCTV cameras are not installed in areas in which individuals would have an expectation of privacy such as toilets, changing facilities, etc.

4. Statement of Intent

- 4.1 CCTV cameras are installed in such a way that they are not hidden from view. Signs are predominantly displayed where relevant so that staff, students, visitors and members of the public are made aware that they are entering an area covered by CCTV. The signs also contain contact details as well as a statement of purposes for which CCTV is used.
- 4.2 The CCTV system will seek to comply with the requirements both of the Data Protection Act and the most recent Commissioner's Code of Practice.
- 4.3 The Trust will treat the system, all information, documents and recordings (both those obtained and those subsequently used) as data protected under the Act.
- 4.4 The system has been designed so far as possible to deny observation on adjacent private homes, gardens and other areas of private property.
- 4.5 Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose.

- 4.6 Images will only be released to the media for use in the investigation of a specific crime with the written authority of the police. Images will never be released to the media for purposes of entertainment.
- 4.7 The planning and design has endeavored to ensure that the system will give maximum effectiveness and efficiency but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.
- 4.8 Warning signs, as required by the Code of Practice of the Information Commissioner will be clearly visible on the site and make clear who is responsible for the equipment.
- 4.9 Where wireless communication takes place between cameras and a receiver, signals shall be encrypted to prevent interception.
- 4.10 CCTV images are not retained for longer than necessary, taking into account the purposes for which they are processed. Data storage is automatically overwritten by the system after a period of 30 days.
- 4.11 Recorded images will only be retained long enough for any incident to come to light (e.g., for a theft to be noticed) and the incident to be investigated. In the absence of a compelling need to retain images for longer (such as an ongoing investigation or legal action), data will be retained for no longer than 6 months.

5. System Management

- 5.1 Access to the CCTV system and data shall be password protected and will be kept in a secure area.
- 5.2 The CCTV system will be administered and managed by the Estates and Facilities Manager, the Assistant Estates and Facilities Manager, Headteachers and Site Managers who will act as System Managers and take responsibility for restricting access, in accordance with the principles and objectives expressed in this policy.
- 5.3 The system and the data collected will only be available to the Systems Manager, their replacement and appropriate members of the senior leadership team as determined by the Headteacher.
- 5.4 The CCTV system is designed to be in operation 24 hours each day, every day of the year, though the Trust does not guarantee that it will be working during these hours.
- 5.5 The System Manager will check and confirm the efficiency of the system regularly and in particular that the equipment is properly recording and that cameras are functional.
- 5.6 Cameras have been selected and positioned so as to best achieve the objectives set out in this policy in particular by providing clear, usable images.
- 5.7 Unless an immediate response to events is required, cameras will not be directed at an individual, their property or a specific group of individuals, without authorisation in accordance with the Regulation of Investigatory Power Act 2000.
- 5.8 Where a person other than those mentioned above, requests access to the CCTV data or system, the System Manager must satisfy him/herself of the identity and legitimacy of purpose of any person making such request. Where any doubt exists, access will be refused.
- 5.9 Details of all visits and visitors will be recorded in a system log book including time/data of access and details of images viewed and the purpose for so doing.

6. Downloading Captured Data on to Other Media

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

- (a) Each downloaded media must be identified by a unique mark.
 - (b) Before use, each downloaded media must be cleaned of any previous recording.
 - (c) The System Manager will register the date and time of downloaded media insertion, including its reference.
 - (d) Downloaded media required for evidential purposes must be sealed, witnessed and signed by the System Manager, then dated and stored in a separate secure evidence store. If a downloaded media is not copied for the Police before it is sealed, a copy may be made at a later date providing that it is then re-sealed, witnessed and signed by the System Manager, then dated and returned to the evidence store.
 - (e) If downloaded media is archived, the reference must be noted.
 - (f) If downloaded media is put onto a device, the device will be encrypted and password protected.
- 6.2 Images may be viewed by the Police for the prevention of crime and by the System Managers, their replacement and the Headteacher and other authorised senior leaders. However, where one of these people may be later called as a witness to an offence and where the data content may be used as evidence, it shall be preferable if possible, for that person to withhold viewing of the data until asked to do so by the police.
- 6.3 A record will be maintained of the viewing or release of any downloaded media to the police or other authorised applicants.
- 6.4 Should images be required as evidence, a copy may be released to the police under the procedures described in this policy. Images will only be released to the police on the clear understanding that the downloaded media (and any images contained thereon) remains the property of the Trust and downloaded media (and any images contained thereon) are to be treated in accordance with data protection legislation. The Trust also retains the right to refuse permission for the Police to pass the downloaded media (and any images contained thereon) to any other person. On occasions when a Court requires the release of a downloaded media, this will be produced from the secure evidence store, complete in its sealed bag.
- 6.5 The Police may require the Trust to retain the downloaded media for possible use as evidence in the future. Such downloaded media will be properly indexed and securely stored until needed by the Police.
- 6.6 Applications received from outside bodies (e.g., solicitors or parents) to view or release images will be referred to the Trust's Data Protection Officer and a decision made by a senior leader of the Trust in consultation with the Trust's Data Protection Officer.

7. Complaints About the Use of CCTV

- 7.1 Any complaints in relation to the Trust's CCTV system should be addressed to the Estates and Facilities Manager.

8. Requests for Access by the Data Subject

- 8.1 The Data Protection Act provides data subjects – those whose image has been captured by the CCTV system and can be identified – with a right to access data held about themselves, including those obtained by CCTV. Requests for such data should be made to the relevant Headteacher.

9. Public Information

- 9.1 Copies of this policy will be available on request from the Trust Central Office.

Policy Owner and Contact Details

Shabir Sadeeq, Estates and Facilities Manager

For further information on the Policy, please contact via email
premises@thebridgetrust.academy or phone 020 7619 1000

Next Review Date: January 2026