



St. Anne's Church Academy



CCTV PRIMARY IMPACT ASSESSMENT SACA SITE

1. Name of member of staff responsible for the CCTV System

Mrs Helen Burge-Academy Business Manager

2. Description of the CCTV system

We operate 14 cameras operating 24 hours attached to 1 Digital Video Recorder (DVR).

Office DVR

1. Entrance Drive
2. Main car park
3. Front entrance reception
4. Reception
5. Front external reception
6. Front middle path
7. Front left
8. Front pitches
9. Left hand side
10. Rear gate
11. Rear left
12. Rear right
13. Right hand Side
14. New Nursery

CCTV footage is recorded at several secure locations and overwritten every 30 days. Access is restricted to key staff members. One terminal is presently enabled to view footage and is individually password protected.

Coverage of the academy site is shown in the Trust CCTV Usage Policy SACA Site document.

3. Purposes of the CCTV system

The West Wick campus has a 210 place school and 68 setting all year round nursery, on a site that is openly accessible to the public and which sits within close proximity to homes and a main road. Monitoring the safety of the site using staff alone can be a challenge. The academy will use CCTV and the images produced to:

- prevent or detect crime;
- monitor student behaviour and compliance with Academy policy and procedures;
- monitor staff behaviour and compliance with Academy policy and procedure;
- monitor the access and use of the Academy's buildings and grounds,

with the aim of providing a safe and secure environment for its pupils, staff and visitors, and to prevent loss or damage to Academy property.

CCTV images will be recorded so that they can be used to establish who committed an offence. The CCTV recordings will be used alongside traditional ways of investigating such as

obtaining witness statements.

The Academy is constantly looking to improve student behaviour and CCTV serves to support and enforce this.

The Academy has historically had CCTV although its use and coverage have been sporadic. The implementation of a new, higher specification CCTV system provides the Academy with better coverage, quality of footage and storage facilities.

4. Other possible solutions

Security and safety of the Academy's community, buildings and facilities is paramount and is always under review.

5. Advantages of the CCTV system

The main advantage is the retrospective investigation of issues and incidents. This enables the Academy to maintain sound management of the academy's buildings and facilities and further assist any local authorities, Police, HSE etc with any associated investigations following any issues or incidents.

6. Images to be captured

Any user or visitor to the main academy site could be captured on the CCTV system, this could include; pupils, parents, staff, visitors, contractors etc.

The system generally does not cover any area outside of the main academy site and its grounds with the exception of the cameras pointing at the Scot Elm Drive entrance. There is a small possibility of capturing images of members of the public who do not enter the academy grounds.

7. Personnel with access to the system

- Mark Antoine (Academy Business Manager)
- West Wick Office Crew

8. When and how the images will be accessed

- images will only be accessed if there is a need to retrospectively investigate an incident or to witness any such incident as it takes place where there may be a danger to personal involvement or presence;
- images will only be accessed by those authorised to do so;
- images may be used as evidence during the course of a academy procedure. e.g. disciplinary, grievance, whistleblowing, alongside more traditional methods, such as witness statements;
- any images which are stored as 'recorded' for future reference, will be stored securely and deleted at the appropriate time when they are no longer required.

9. Ways in which people are made aware of the CCTV system

- signage will be located at the three entrances to the site;
- signage will include the reason for use of CCTV and the contact details of the academy;
- the academy will implement a CCTV usage policy which is available on the academy's website and intranet;
- staff are aware that CCTV is in operation at all times.

10. External agencies with access to the system

There will be no access to the academy's CCTV system by external agencies or third parties without prior consent from the system manager / Principal. If faults develop with the system, an appropriate contractor support will be sought and the system repaired appropriately. Such contractors will have no unsupervised access to images or recorded data as part of any remedial work undertaken.

11. Security of the system

The hardware recorder is stored securely in a locked server room. Access to the software to view the images (live and/or recorded) on a PC will be limited to Mark Antoine (Academy Business Manager) and the West Wick office crew. Access to the software will be password protected. The password will be known only to the persons named above. Recorded images, whilst stored for the purpose of investigation, will be done so with further password protection.

12. Retention of data

The camera / recorder system will only automatically record images to the hard drive. This will be the case 24 hours per day. Data will be automatically, permanently deleted from the hard drive after 30 days.

Where specific recorded data is stored additionally so as to support any investigations, it will be password protected and shared only with such persons as are absolutely necessary for the purposes of the investigation.

13. Impact on privacy

Cameras are positioned so that they only cover areas of the school buildings and grounds. There is a small overlap onto public space at the main entrance.

Only people visiting the academy will have images temporarily recorded (unless such images are used for further investigations in relation to incidents).

Images will not be recorded in order to conduct 'covert monitoring' of staff or visitors unless in exceptional circumstances and with prior authorisation from the Trustees and the Academy's 'Data Controller'.

14. Conclusions

The academy believes that the proposed CCTV system is necessary and sufficient so as to support the academy's desire to prevent or detect crime and to monitor the academy buildings and grounds in order to provide a safe and secure environment for its pupils, staff and visitors, and to prevent loss or damage to academy property.

No further actions are deemed necessary at this review.