

Trust-Education Group Ltd

CCTV Policy

Policy Statement

At Trust Education, the use of Closed-Circuit Television (CCTV) plays a vital role in maintaining a safe, inclusive, and supportive learning environment. This policy outlines the purpose, use, and management of CCTV systems on school premises, ensuring that it supports the protection of students, particularly those with Special Educational Needs and Disabilities (SEND), and aids in promoting positive behaviour.

Aims and Objectives

The objectives of CCTV use within Trust Education are:

- To safeguard students, staff, and visitors by deterring and detecting incidents of bullying, abuse, or any form of harm.
- To support the monitoring and management of behaviour across school settings.
- To ensure an inclusive and supportive environment for SEND pupils, without infringing on their dignity or rights.
- To protect school property and reduce the risk of criminal activity.
- To support investigations of incidents in a fair and transparent manner.

Legal Framework and Principles

This policy complies with:

- UK GDPR and Data Protection Act 2018
- Human Rights Act 1998
- Equality Act 2010
- DfE Guidance on Behaviour in Schools (latest version)

CCTV footage is classified as personal data and will be managed in accordance with the Trust's Data Protection Policy.

CCTV Usage for Protection

CCTV is used as a safeguarding tool to:

- Monitor entry and exit points.
- Oversee communal areas, playgrounds, corridors, and other non-private spaces.
- Provide evidence in safeguarding investigations.
- Enhance staff confidence and safety, especially during lone working or managing challenging incidents.

CCTV will not be used in private areas such as changing rooms, toilets, or areas where privacy is expected.

CCTV and SEND Considerations

Trust Education is committed to supporting SEND students sensitively and appropriately. The use of CCTV will consider:

- The potential impact on anxiety or sensory sensitivities in pupils with ASD or other neurodiverse conditions.
- Avoiding the misuse of footage to stigmatise or over-monitor SEND students.
- Using footage, where necessary and appropriate, to inform personalised behaviour or support plans, always in consultation with head of school and parents/carers.
- Ensuring footage is never used in isolation for disciplinary action, but as part of a holistic understanding of a child's needs.

CCTV and Behaviour Management

CCTV will be used to:

- Deter inappropriate behaviour and promote a positive school culture.
- Investigate incidents of misbehaviour fairly and proportionately.
- Support staff in managing behaviour safely and transparently.

- Inform restorative practices, where appropriate, rather than purely punitive responses.

The use of CCTV in behaviour cases will be guided by the following principles:

- Footage will only be accessed by designated safeguarding and leadership staff.
- Pupils and parents will be informed when footage is reviewed in relation to a behaviour incident.
- Use of footage will be fair, unbiased, and in line with Trust Education's Behaviour Policy.

Access, Storage, and Retention

CCTV recordings will be securely stored and retained for a maximum of 30 days unless required for ongoing investigations.

Access is restricted to authorised personnel only (e.g. Head of school).

Requests for access to footage must be made in writing and will be considered on a case-by-case basis in line with Data Protection regulations.

8. Roles and Responsibilities

Director of Education (Melissa Wainman) oversees the lawful and proportionate use of CCTV.

Designated Safeguarding Lead (Katie Everson): Ensures CCTV supports safeguarding procedures appropriately.

SENCO: Advises on the implications for SEND pupils and ensures appropriate use for their support.

Governing Board: Reviews the policy and ensures compliance with legal frameworks.

9. Communication and Consent

Pupils, staff, parents, and visitors are informed of CCTV through signage and the school's privacy notice.

This policy is shared with all stakeholders and available on the school website.

Parents or carers of SEND pupils will be consulted where CCTV use is relevant to their support.

10. Review and Monitoring

This policy will be reviewed annually, or sooner if significant changes to CCTV legislation or school procedures occur. It will be monitored for:

- Compliance with data protection law
- Impact on safeguarding and behaviour
- SEND pupil outcomes and wellbeing

Policy Lead	Melissa Wainman Director of Education
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