



TRUST EDUCATION GROUP

Trust-Education Group Ltd

CCTV Policy



Policy Statement

Trust-Education Group Ltd is committed to creating and maintaining a safe, secure, inclusive, and nurturing environment in which all pupils, staff, visitors, contractors, and stakeholders can work and learn with confidence. As part of its safeguarding and security arrangements, Trust-Education Group Ltd operates a Closed-Circuit Television (CCTV) system at designated locations across its educational provision.

The primary purpose of CCTV is to support the welfare and protection of children and young people, particularly those who may be vulnerable due to age, additional needs, disability, communication difficulties, or social and emotional challenges. The system also contributes to the protection of staff, visitors, and property, whilst providing an additional measure of reassurance for families and professionals working within the organisation.

Trust-Education Group Ltd recognises that the use of surveillance technology carries significant responsibilities. CCTV is therefore operated in a lawful, transparent, proportionate, and ethical manner that respects the privacy, dignity, and rights of all individuals. The organisation is committed to ensuring that surveillance is never excessive, intrusive, or used for purposes beyond those identified within this policy.

The organisation currently operates a Hikvision CCTV system managed through the Hik-Connect platform. Cameras are located at external entrances and exits, outdoor learning and recreational spaces, the visitor entrance area, the staff and visitor car park, and within the sensory room. No audio recording is undertaken and CCTV is not installed in any area where an individual would reasonably expect privacy, including toilets, changing facilities, or medical examination spaces.

Purpose and Objectives

The use of CCTV forms part of the wider safeguarding culture promoted by Trust-Education Group Ltd. Whilst CCTV cannot replace effective supervision, professional curiosity, positive relationships, or robust safeguarding procedures, it can provide valuable support when concerns arise.

CCTV assists the organisation in protecting pupils from harm, supporting the investigation of safeguarding concerns, monitoring access to the premises, reducing opportunities for criminal or anti-social behaviour, and providing factual evidence when incidents occur. The system also supports the promotion of positive behaviour by providing an objective record that can assist leaders in understanding events accurately and fairly.

Trust-Education Group Ltd is particularly mindful of the needs of pupils with Special Educational Needs and Disabilities. CCTV is not used to monitor or target individual pupils and will never be used as a substitute for effective SEND practice. Where footage involving a SEND pupil is reviewed, consideration will always be given to the pupil's identified needs, communication profile, emotional regulation, sensory requirements, and any relevant support plans or risk assessments. Any interpretation of footage will take account of the wider context and will be informed by professional judgement rather than relying solely upon visual evidence.

Safeguarding and Welfare

Safeguarding remains the principal reason for the operation of CCTV across Trust-Education Group Ltd. Footage may be reviewed where there are concerns relating to child protection, bullying, peer-on-peer abuse, allegations of inappropriate behaviour, missing pupils, accidents, welfare concerns, or incidents that place a child or member of staff at risk.

The sensory room presents a unique environment within the organisation and is frequently used by pupils requiring specialist support, emotional regulation opportunities, therapeutic intervention, or enhanced supervision. The presence of CCTV within this space has been carefully considered and is intended solely to promote safety and wellbeing. Any review of footage from the sensory room will be undertaken sensitively and only where there is a legitimate safeguarding, welfare, behavioural, or operational reason for doing so.

Trust-Education Group Ltd acknowledges that many pupils accessing the sensory room may have complex SEND profiles and vulnerabilities. As such, any use of CCTV footage involving these pupils will be undertaken with due regard to dignity, confidentiality, and the organisation's wider commitment to person-centred practice.

Data Protection and Confidentiality

All CCTV footage collected by Trust-Education Group Ltd constitutes personal data and is processed in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and the organisation's Data Protection Policy.

Access to CCTV recordings is strictly restricted to authorised personnel who require access in order to fulfil their professional responsibilities. Typically, this will include the Director of Education, Head of School, Designated Safeguarding Lead, and other authorised senior leaders where necessary.

Recordings are securely stored and protected against unauthorised access. CCTV footage is normally retained for a period of 30 days before being automatically deleted. Where footage is required as part of an ongoing safeguarding investigation, disciplinary process, complaint, insurance claim, police investigation, or legal proceeding, it may be retained for a longer period until the matter has been concluded.

Trust-Education Group Ltd will ensure that all requests for access to CCTV footage are managed in accordance with data protection legislation and Information Commissioner's Office guidance.

Policy Lead	Melissa Wainman Director of Education
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