



Venture
Learning

CCTV Policy

Venture Learning

Document Owner	Rhys Griffiths
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Key Staff and Contacts

Provision Based Contacts

Name	Role
Rhys Griffiths	Chair Of Proprietary Body
Rich Hill	Headteacher
Gemma Waddington	Deputy Head Teacher
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Legislation

[The Protection of Freedoms Act 2012](#)

Policy

This policy is based on the European Court of Human Rights Policy for the use of Close Circuit Television (CCTV) systems and follows statutory legal requirements regarding General Data Protection Regulations. Venture Learning has hard wired CCTV cameras and Web Cams (with sound recording) in rooms and areas that require additional security monitoring.

The location of these cameras is detailed below.

Floor	Location	Type
Ground	Main entrance area. Ground floor teaching room Games room	CCTV & Webcam (Facing outside) CCTV CCTV & Web Cam
1 st Floor	Half landing teaching space Main breakout/teaching space Art room Office Space Kitchen/End Breakout space	CCTV & Web Cam 2x CCTV located at each end. CCTV & Web Cam Web Cam CCTV & Web Cam



Use of CCTV cameras and Web Cameras

CCTV cameras and Web cameras are installed throughout the school to aid security and also to help ensure the health and safety of staff and students and to ensure the correct use of school equipment and facilities. Recorded data is stored onto a hard drive and is stored for a maximum of **30 days**. The data might be used to provide evidence of breaches in safety, security or equipment monitoring.

Staff Authorised to View Live CCTV and Web Cam Footage

The below members staff have permission to view the live screens and stored footage.

The screens are switched on during normal school hours and therefore casual glancing at the screen is unavoidable.

Head Teacher, Deputy Head Teacher, Chair of Proprietary Body (Rhys Griffiths, also a teacher at Venture Learning)

Staff Authorised to Operate the CCTV and Web Cam System at Venture Learning

The below staff are authorised to operate the system as system administrators.

Head Teacher, Deputy Head Teacher, Chair of Proprietary Body (Rhys Griffiths, also a teacher at Venture Learning)

Staff Authorised to give permission to view CCTV and Web Cam Images stored at Venture Learning

The below named are the only members of staff permitted to authorise viewing of footage or still pictures. Persons not named in the relevant section above must have authorisation. This includes other members of staff, Police, etc. The Police are able to use footage for evidence following an incident providing prior permission has been agreed with those named below.

Head Teacher, Deputy Head Teacher.

