

WALTHAMSTOW MONTESSORI SCHOOL

CCTV Policy

This document sets out the Code of Practice by which Walthamstow Montessori School will use CCTV monitoring.

The School has a duty to manage the safety of people and property and believes that the managed and properly co-ordinated use of CCTV has an important role to play. Essentially, CCTV is used for the security, protection and wellbeing of all school employees, pupils and visitors (including parents and children from other schools) and covers those areas of the School where there are perceived risks.

Some cameras (such as those that cover the main access points to the School) are regularly monitored as part of the process of managing all visitors to the site. Elsewhere, cameras are used for insurance cover purposes, e.g., where intruder detection is not available or where there are no other deterrents against theft or vandalism. Examination of the footage of these cameras is carried out only as necessary, i.e. for investigation purposes following incidents.

All footage is handled in accordance with the relevant terms of the Data Protection Act.

The following restrictions will apply:

- Cameras will not be used to monitor the normal, day-to-day performance and behaviour of staff and pupils;
- Footage will be examined only by senior staff (*see below) or by those specifically authorised by them to review footage;
- New installations will be advised to all staff by the Principal.

Footage concerning any children in school will not be made available to any third party without the permission of the Principal or Head of School.

For the purposes of this document senior staff comprises the following people: Principal Lorna Mahoney and Wendy Palumbo, Head of School.

(A signed policy is available upon request)

This policy was adopted on dated: **22/2/2016**

Signed (Principal):

Signed (senior member of school staff):

Signed (Parent Representative):

Date of Signage: 1/5/18

Date to be reviewed: **1/5/2019**