



ORMISTON
SIX VILLAGES
ACADEMY



SECURITY POLICY

Reviewed by the Principal: May 2017
Date of next review: May 2018

Ormiston Six Villages Academy

Security Policy

Declaration

The Academy puts a strong emphasis on the security of individuals and the premises.

The IEB of this establishment recognises the need to ensure the safety of every pupil, member of staff (permanent and temporary) and visitors to our establishment. We also recognise the importance of protecting the buildings and contents.

The IEB recognises that it has certain legal duties under the Health and Safety at Work Act 1974 and subsequent relevant legislation and will endeavour to fulfil its obligation.

This policy will not only apply to those working on the Academy premises but to those engaged in off-site activities, sporting events and home visits. The IEB wish to make it clear that, whatever form and for whatever reasons – **violence is unacceptable**.

The IEB are committed to reducing the risk of violence and improving security on the Academy site by the implementation of this policy. We are also committed to taking all reasonable cost effective measures, to protect the building and its contents against the intruder and arsonist. Risk assessments will be undertaken to identify areas of concern and the appropriate control and preventative measures to be taken. These controls will include training, guidance and advice, codes of practice, physical measures and legal guidance.

Violence is defined as any incident in which a person or a member of their family are subjected to verbal abuse, threatening behaviour, harassment or actual physical assault in circumstances relating to their work. The IEB will be fully supportive to any members of staff or students who have been subject to violence at work. The effectiveness of this policy will depend on people to implement it and make it work successfully. This will involve every member of the Academy working together in a positive security and safety culture as part of a team.

Any member of staff, pupil or parent who has any suggestion for the improvement of policy or security arrangements will be welcome and encouraged to pass on that information to the Principal. A copy of this policy will be permanently held in the staff room. This document is supported by the WSCC document entitled 'Managing Security to Protect Users of Establishments'.

The IEB will monitor any health and safety issues that impact on security at their termly meetings.

Security of Individuals

- Access to the building via the main access points will be controlled and supervised by main reception. The receptionists and security staff shall ensure that a record of all visitors to the establishment is maintained.
- All areas of the premises are linked to the main switchboard by telephone.
- Personal attack alarms are available for all members of staff from the Admin Office, as are walkie talkies
- Staff patrol the grounds at all times during break and lunch time and it is regularly emphasised to students that they must not leave the site at any time unless they have permission from a senior member of staff.
- Three members of staff are on duty to supervise students arriving in the morning and 3 members of staff supervise the exit of students and the buses at the end of the day.
- A register is taken at the commencement of every lesson to ensure all students are present.
- Part-time members of staff sign in and out in order to ensure the Academy knows who is on site in the event of an emergency.
- All members of staff will sign out if leaving the Academy premises for any reason during the day.
- All members of staff whether permanent or temporary will be briefed on the Academy's security arrangements and any significant hazards present as part of their induction and thereafter on a regular basis. The contents of this security policy will be brought to their attention.
- Clear procedures are in place for responding to any emergency situation.

Visitor / Access Control

- All visitors must report to the main reception on arrival and are given identity badges to wear when on the premises; anyone not wearing a badge will be challenged by a member of staff, informed of the correct procedures and escorted to the main reception desk.
- The designated main visitor entrance will be clearly marked.
- A record of all visitors will be maintained and the visitors' identification badge system operated.
- Fire exits must not be locked during the working day.
- Visitors should be collected from the main reception by a member of staff and escorted to their destination.
- Visitors are not allowed to wander around the Academy unescorted.

Interview Procedures

Consideration must be given to the risk posed during the interviews with parents /next of kin. Any interviews where there is a significant potential for conflict (physical or verbal) must be carried out (location) and be made by appointment only. In such cases two members of staff should be present. When interviewing parents/guardians of pupils alone attack alarms should be worn and staff must position themselves between the parent and the door.

Interviews with the potential for conflict or a violent situation should be:

- assessed for risks prior to the interview
- planned in advance
- by appointment only
- carried out in an office adjacent to other members of staff
- carried out when back-up staff are available
- carried out in the presence of two members of staff
- members of staff should carry a personal attack alarm during interviews
- admin staff should be made aware of the interview situation and understand the back-up procedures to be followed

When planning the interview, has the person:

- a history of violence
- verbally threatened staff in the past
- attacked staff in the past
- a medical condition which may result in loss of control

Is the person likely:

- to be drunk
- to be on drugs
- to be dealing with high levels of stress

Interview Room

- It is important to ensure that the room used for interview procedures is free from any item that could be used as a weapon.

During the interview

- Stay calm, speak slowly so as not to be drawn into a heated argument
- Avoid aggressive body language such as hands on hips, wagging fingers or looking down on an aggressor

Lone Working

No member of staff should regularly be lone working and every effort must be made to avoid work alone. Any lone worker has a responsibility in law for their own health and safety and it is not appropriate for risks or short cuts to be taken. Nobody should attempt to carry out functions for which they are not adequately trained or which require more than one person to achieve safely.

If it is not possible to avoid lone work then staff must seek approval from the Principal. Staff working late will:

- Advise the member of Premises staff who is on shift, or a senior member of staff of their presence in the building and on leaving must report doing so.
- Make themselves aware of the essential contact numbers (Premises Officer).
- Inform family / next of kin of intentions to work late and expected time of completion, and the procedures that are in place should then return at the expected time.
- Obtain an attack alarm from Admin office. Staff should understand how and when to use the alarm.
- If available obtain a walkie talkie. It is advised to know where the nearest available telephone is.
- Lock external doors to buildings to prevent unauthorised access (subject to fire escape routes being maintained).
- If possible, inform other members of staff when working late.
- Confirm with the Premises Officer the requirements for securing the building and setting intruder alarm.
- Inform Premises Officer prior to leaving the establishment

Information for Students / Parents

Good security will involve the co-operation of all persons who use the Academy site. Students and parents should feel part of this process. Students should be briefed regularly on the arrangements as they affect them in assembly or by their class teacher but in a manner relevant to the level security implications.

Security of Site

Site boundaries are maintained and notices displayed confirming premises are owned by West Sussex County Council.

Sufficient clear and unambiguous signs are placed at appropriate locations to indicate the fact that the Academy campus is WSCC property. Visitor car parking, the direction to main reception, restricted access points and staff only areas are also signposted.

Premises staff are employed to enable full cover during the Academy campus opening hours of 7am to 10pm. Security lighting is installed all around the building and there is additional lighting on paths. CCTV is in operation externally to cover the courtyard and immediate

vicinity adjacent to the buildings and internally in key locations. The buildings are covered by an intruder alarm system. If intruders are suspected in the building nobody should enter until the police arrive.

Incident reporting / recording

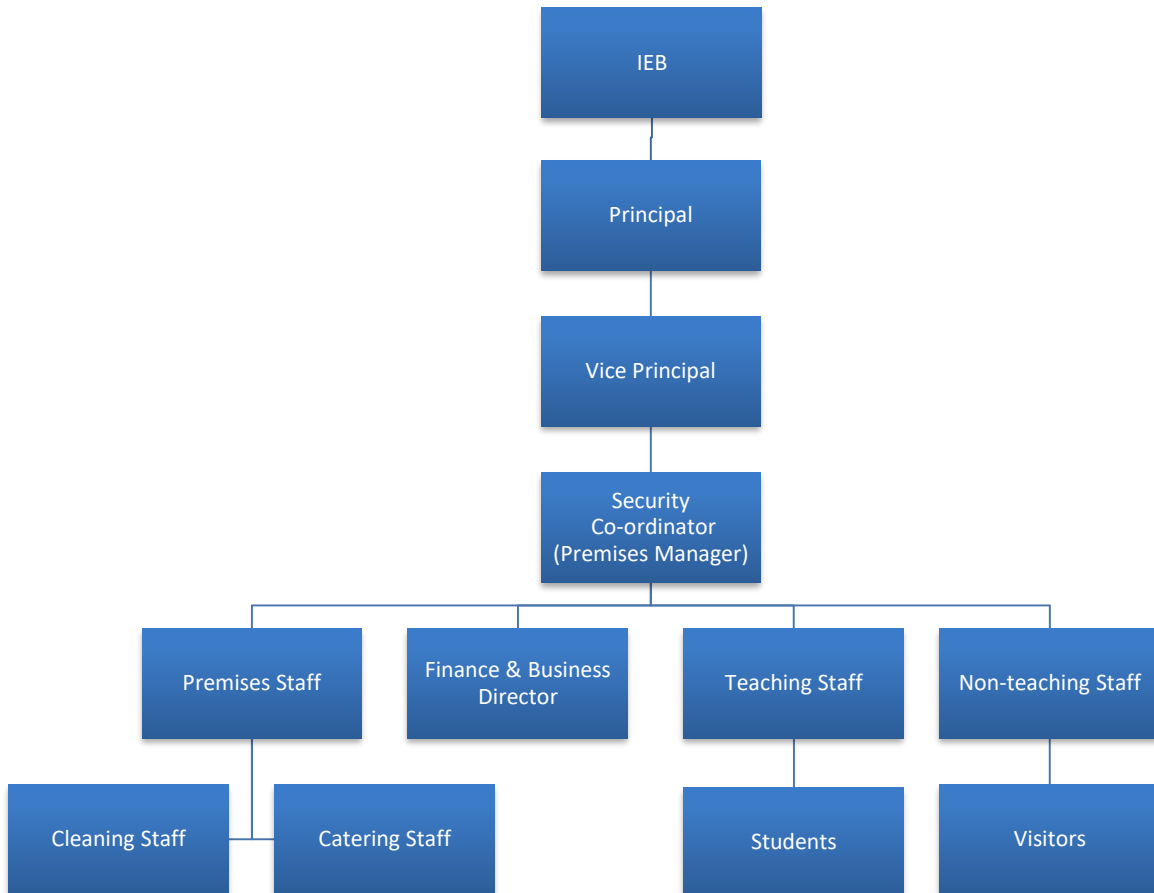
To gauge the effectiveness of security arrangements and to assist the monitoring and review processes, all incidents relating to security of premises and violence to persons shall be reported to the Premises Officer and main reception, where the receptionists will record all necessary incidents in the central 'Incident Report Log' book. In addition, incidents of a violent nature (physical and verbal) to staff members shall be reported to the Principal.

Any significant security breaches / violent incidents must be reported to the Principal who should along with the Premises Officer investigate the incident as soon as practicable. Consideration should be given to notifying the Police authorities. The findings of the investigation and the action to be taken to prevent a reoccurrence should be discussed with the staff group.

All incidents and accidents shall be reviewed termly by the IEB, taking account of the local accident book, incident report log book, HSW3 forms and insurance claim forms.

SECURITY ORGANISATION

A chart showing the organisation for security within the school is shown below:



KEY PERSONNEL

Chair of IEB	Mr Ken Lloyd
Principal	Ms Umbar Sharif
Vice-Principal	Mr R Noye
Finance & Business Director	Miss L White
Premises Manager	Mr M Bull

DUTIES OF IEB

The IEB will:

- be responsible for ensuring the overall effectiveness of this policy by working closely with the Principal and other members of staff whose role it is to implement the requirements of this policy.
- Formulate and develop a security plan for the Academy.
- Take account of security when considering the Academy development plan.
- Ensure any advice and guidance from the LA/DCSF/HSE is disseminated to those who need to know it and acted upon.
- Be responsible for the overall implementation of the security policy.
- Consider and act upon the recommendations of the Principal and Premises Officer.
- Monitor the effectiveness of security arrangements.
- Prioritise actions where resources are required and ensure appropriate actions are taken.
- Include general information about Academy security in the annual report to parents.
- Review this policy at least once a year or upon significant change of circumstances.

DUTIES OF THE PRINCIPAL

The Principal will:

- Be responsible for the day to day management and implementation of all security matters in the school.
- With the agreement of the IEB authorise a member of staff to act as Premises Officer
- Agree with the Premises Officer a work remit and an allocation of time and resources to execute security functions.
- Liaise with the LA and other relevant departments on security issues.
- Inform the IEB of any significant event with respect to security
- Responsible for identifying and arranging any training required as identified by risk assessment.
- Preparation of information to be sent to parents describing security arrangements and the reasons for such.
- Ensure risk assessments are undertaken and reviewed as necessary.
- Periodically monitor the policy to ensure it is being complied with.

DUTIES OF PREMISES OFFICER

The Premises Officer will:

- Assist the Principal with the day to day implementation of the security policy.
- Review security guidance at least annually, or following a significant incident, to ensure compliance.
- Undertake an objective and impartial review of existing security arrangements using a) WSCC Risk Management questionnaire and b) interim risk assessment guidance.
- Investigate any significant breaches or violent incidents and arrange for appropriate action to be taken.
- Regularly monitor / review the security incident log.
- Co-ordinate the risk assessment process within the Academy by ensuring that security risk assessments have been undertaken to identify any hazards, their findings and appropriate control measures are implemented and the assessments reviewed as required, but at least annually.
- Ensure all staff receive induction training with respect to the schools security and emergency arrangements.
- Work in close liaison and co-operation with staff to ensure security remains high profile within the establishment.

DUTIES OF PREMISES STAFF

All other Premises Staff will be responsible for ensuring:

- All doors and windows are shut and secure at the end of the working day.
- The intruder alarm system is set at the end of the working day.
- Main access points (vehicular and pedestrian) are open at 7.00 am during term time and shut and locked at the end of the day.
- No items of equipment are left outside overnight. Particular attention must be given to equipment enabling access to buildings, e.g. ladders.
- Defects in external lighting are reported to the Premises Manager.
- A walkie talkie and personal attack alarm are available to staff when working late or alone.

ALL STAFF

All other staff, employees and volunteers of the Academy have a responsibility to comply with any security arrangements that have been put in place and will:

- Follow guidance contained in the security policy.
- Carry a personal attack alarm if working late or alone (optional)
- Read the basic guidance contained within the security policy and make themselves aware of any specific arrangements affecting them contained in the Appendices Section.
- Conduct themselves and any undertaking they are involved in a manner conducive to the overall safety of persons and security of the Academy.
- Report any concerns with regards to security to the Premises Officer.
- Challenge all unauthorised visitors to the Academy site or those not wearing an official visitors badge in a polite manner. Staff however should be aware of the potential risk of making such a challenge and where appropriate two members of staff should be involved.
- Staff who have serious doubts concerning a visitor/intruder or believe a violent act may be committed should not challenge this person but inform the Principal, Premises Officer, Reception or their line manager immediately. In exceptional circumstances and in the absence of advice from any of the above, then a member of staff may decide to dial 999.

**REMEMBER DO NOT CHALLENGE
UNLESS SAFE TO DO SO**

DURING ANY BREACH OF SECURITY OR VIOLENT INCIDENT THE SAFETY OF STUDENTS AND STAFF IS OF PARAMOUNT IMPORTANCE**General**

- Students are not to confront/challenge strangers on site but to report the situation to a member of staff immediately.
- The level of staff response to an incident will depend upon the seriousness of the situation and risks involved.
- Staff who have serious doubts concerning a visitor/intruder or believe a violent act/damage may be committed should not challenge the person but inform the Principal or Premises Manager immediately. They should observe from a safe distance/concealed position noting details of the intruder.
- If a member of staff suspects a person is about to demonstrate violent behaviour then they should move away and retreat to a safe distance.
- Staff should not attempt to detain or remove an intruder from the premises using force.
- If it is considered an intruder is about to enter the premises and commit a violent act access points should be secured to prevent unauthorised entry. (Fire escape routes must be maintained.) The police should be called immediately. Any blinds or curtains should be drawn if considered necessary.
- The Receptionist will contact the emergency services on 999 if assistance is required and follow the Academy's Emergency Plan if appropriate.
- The school will develop and maintain good links with the local police and Crime Prevention Officer and seek advice as considered necessary.
- Under certain circumstances, in the event of a bomb threat/hoax, the form held at Appendix 10 may be used to collate information with respect to details of the caller and bomb threat.

Safety of Buildings

All fire doors should be kept closed.

Fire exits to be clearly marked and remain unlocked while building is in use, or key available in break glass box adjacent to door.

Regular fire drills will take place, with a minimum of one per term.

Electrical fire alarm is checked quarterly by the electrical contractors.

Portable fire extinguishers are regularly checked and maintained by West Sussex Fire Brigade.

Emergency lighting is checked regularly by the electrical contractors.

The campus and its performance spaces are covered by a Public Entertainment Licence which is renewed annually following inspections by the Fire Officer, and heating and electrical engineers.

Form tutors are responsible for making students aware of emergency procedures.

New staff and casual supply staff should be given instruction in the emergency procedures.

An annual inspection of all portable electrical equipment is carried out by a qualified individual.

Fire Procedure

The alarm is given by ringing of the fire bell.

Fire Brigade to be rung by the Premises Manager during the Academy day or by the Premises Officer at all other times.

Fire procedures and exit routes are displayed in all rooms and should be followed by all members of staff.

The assembly point is the MUGA.

In the case of fire the teacher's first responsibility is towards the safety of the students.

Personal

All members of staff should ensure their vehicles are secured and locked properly whilst on Academy premises. Vehicles are parked at owner's risk. Valuables should not be left in cars.

All bicycles on the Academy premises shall be placed in the designated areas and securely locked.

Members of staff are responsible for shutting and securing windows of their own classrooms and locking the door.

Securing the premises

Ensure that all personnel, public and visitors have vacated the premises before securing them.

Ensure that all windows and doors are closed and lights switched off.

Set the alarm system as per instructions. Do not re-enter the premises once the alarm system has been activated.

Deactivate the alarm system immediately upon unlocking the premises. Once the premises have been secured, make an external visual inspection of the buildings before leaving.

If unable to secure the building notify the appointed person. (This will normally be the Premises Manager).

Do not inform an unauthorised person of the establishment's security arrangements.

When a building appears to have been unlawfully entered

Notify the police immediately.

Notify the Principal or other appointed/nominated person.

Do NOT enter the building until assistance has arrived.

Where you consider it safe to do so make an external tour to observe the premises.

Do NOT subject yourself to any personal risk of danger.

Trespass

The Academy and its grounds are private places, and anyone entering without authority (which might include students, ex-students, excluded students and parents) is trespassing and may be asked to leave.

A trespasser refusing to leave Academy premises, or entering after being required to leave, may be committing an offence under section 547 of the Education Act 1996. This states that someone without authority on school premises who causes a nuisance or disturbance commits an offence.

Police officers and other authorised people can use reasonable force to remove someone reasonably suspected of committing an offence.

Use of a right of way over the Academy premises does not allow someone to roam freely round the grounds. If a person uses a right of way other than as a right of passage, or if they do anything that is not reasonably part of their journey they may risk being regarded as a trespasser.

The Academy is not a public place to which any member of the public is entitled to have access and any person who enters without permission is a trespasser. Trespassers may, therefore, be asked to leave.

Offensive Weapons

It is an arrestable offence to carry an offensive weapon or knife on Academy premises.

As a general rule the police should be called to deal with any incident believed to involve a weapon. There may, however, be isolated exceptions where, in the judgement of the staff the circumstances are wholly innocent, and there is no suggestion of the use of the article as a weapon, the matter can be dealt with on a disciplinary basis. But, if there is any doubt, they should call the police.

There may also be some exceptional circumstances where staff made aware that a weapon may be on Academy premises decide that they need to take action before the police arrive. Where possible, staff should not confront a student or person suspected of possessing a weapon in the presence of other students. Preferably two or more members of staff should divert the student or person to a place where no other students are present.

Physical restraint of students

With effect from April 1998, schools have an explicit power under section 550A of the Education Act 1996, to use reasonable force to restrain pupils to prevent them, for example, from committing a crime, causing injury to themselves or others, causing damage to property, or causing serious disruption.

The DFE has issued guidance on this which set out in more detail the circumstances in which reasonable restraint or control might be appropriate; and the degree of force which staff might reasonably use in exercising restraint or control over students.

Recording and Reporting

All incidents, even minor ones, should be recorded in the Incident Log which is kept in the Reception Office. This is important as it can indicate wider trends and provide a record

which can be of use to the police or Crown Prosecution Service.

Staff involved in an incident should make an immediate note of witnesses or others in a position to provide evidence of the assault. It should be noted that witnesses, for both the prosecution and defence can be required to give evidence in court.

It is important to provide a substantiated account of any incident, including details of what led up to it.

An incident which may appear trivial when seen in isolation may appear more serious if it is the culmination of a series of escalating incidents which have been properly recorded, or an incident which might be trivial if it occurred between acquaintances in the street could be more serious if it called into question the Academy's authority, its reputation or the security of the students.

CASH HANDLING

Appendix 4

Cash should not be left in cupboards and drawers around the building.

All cash should be locked in the school safe until banking.

Large amounts of cash should not be allowed to accumulate in the safe or remain on the premises over holiday periods.

When banking cash the guidance given below should be followed.

Means of carrying cash

Anonymity - carry small amounts of cash on the person. Alternatively, carry notes on the person, coin in a bag or case.

Advice on cash-in-transit - carrying on foot

Use only able-bodied persons for the job.

Carry a personal attack alarm (optional).

Be particularly vigilant at the first and last part of the journey - the most likely places for an attack.

The most common form of assault is by use of ammonia – in this event eyes should be rinsed with water immediately.

Avoid a set routine - change times and routes frequently. Use busy routes in preference to quiet routes. Survey routes for likely danger points.

Reduce the risk from a surprise attack from behind by a person using a vehicle - walk facing on-coming traffic to reduce risk of attack from vehicles. Use an escort where there is cause for concern.

Escorts should:

- Be first to leave the premises and survey the immediate area before the cash is brought out.
- Walk a few metres behind the cash carrier.
- Carry a personal attack alarm. (optional)
- Know the location of accessible telephones on route.

General

Cash should be given to the Finance & Business Director as soon as possible.

Secrecy of cash movements is essential. Restrict this knowledge to the smallest number of people necessary for its safe handling.

Close attention must be given to security of cash within the premises, particularly at times and places of departure or arrival.

The object of security is not only to reduce the risk of theft, but also to minimise the risk of personal injury to the cash carrier or other employees.

DO NOT ATTEMPT TO RESIST ANY ATTACK

STUDENTS AND PARENTS - INFORMATION/ROUTINES

Appendix 5

Students should not leave the Academy site without the permission of a member of staff.

Students will be instructed in the correct procedures with respect to security arrangements.

Students will be encouraged to report any stranger on site not wearing a visitors' badge or acting suspiciously.

Students will not approach or challenge any stranger on site but should immediately notify a teacher of any concerns.

Students should be discouraged from bringing valuables or excess cash into the Academy.

Students and parents will be encouraged to report any security concern to a member of the Academy staff.

Students should use footpaths provided. Parents should inform teaching staff in advance in writing of any reason to remove their child from the Academy early e.g. hospital/dental appointments.

Parents should inform the Academy if they have specific concerns with regard to the personal safety of their child. Any such information will be treated with the strictest confidentiality.

The IEB will be fully supportive of any student who suffers violence whilst at the Academy.

Information to parents will be published on the Academy's website, Facebook page and/or Twitter feed, or sent home in information booklets or by letter.

No dogs are to be brought on to the school site or exercised on the school grounds.

ACTION TO BE TAKEN ON RECEIPT OF A BOMB THREAT

Appendix 6

Record the exact wording of the threat

Ask these questions:

Where is the bomb? _____

When will it explode? _____

What does the bomb look like? _____

What kind of bomb is it? _____

What will cause it to explode? _____

Did you place the bomb? _____

Why? _____

What is your name? _____

Who do you represent? _____

Record the time the call was made _____

If the telephone is equipped with a last number recall facility record the caller's

telephone number _____

INFORM THE PRINCIPAL

CONTACT THE POLICE IMMEDIATELY ON 999 – time informed _____

About the caller:

Gender	Male		Female	
Nationality			Age?	
Threat Language?	Well spoken?			
	Foul?			
	Irrational?			
	Incoherent?			
	Taped?			
	Angry?			
	Other (please specify)			
Caller's Voice	Calm?			
	Excited?			
	Angry?			
	Slow?			
	Stuttered?			
	Rapid?			
	Laughing?			
	Disguised?			
	Crying?			
	Nasal?			
	Lisp?			
	Slurred?			
	Deep?			
	Hoarse?			
Rambling?				
Background sounds?	Traffic?			
	Animal noises?			
	PA system?			
	Machinery?			
	House noises?			
	Voices?			
	Music?			
Other noises (please specify)				
Any other information				

INTRODUCTION (1)

- 1.1 The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Ormiston Six Villages Academy, hereafter referred to as 'the Academy'.
- 1.2 The system comprises a number of fixed and dome cameras located around the site. All cameras are monitored within the Academy.
- 1.3 This Code follows Data Protection Act guidelines.
- 1.4 The Code of Practice will be subject to review annually.
- 1.5 The CCTV system is owned by the Academy.

OBJECTIVES OF THE CCTV SCHEME (2)

- 2.1
- (a) To protect the Academy buildings and their assets
 - (b) To increase personal safety and reduce the fear of crime
 - (c) To support the Police in a bid to deter and detect crime
 - (d) To assist in identifying, apprehending and prosecuting offenders
 - (e) To protect members of the public and private property
 - (f) To assist in managing the Academy

STATEMENT OF INTENT (3)

- 3.1 The CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act 1998 and will seek to comply with the requirements both of the Data Protection Act and the Commissioner's Code of Practice.
- 3.2 The Academy will treat the system and all information, documents and recordings obtained and used as data which is protected by the Act.
- 3.3 Cameras will be used to monitor activities within the Academy and its car parks and other public areas (excluding changing rooms) to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and well being of the Academy, together with its visitors.
- 3.4.1 Staff have been instructed that static cameras are not to focus on private homes, gardens and other areas of private property.
- 3.4.2 Unless an immediate response to events is required, staff must not direct cameras at an individual, their property or a specific group of individuals, without an authorisation being obtained using the Academy's forms for Directed Surveillance to take place, as set out in the Regulation of Investigatory Power Act 2000.
- 3.5 Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Tapes will only be released to the media for use in the investigation of a specific crime and with the written authority of the Police. Tapes will never be released to the media for purposes of entertainment.
- 3.6 The planning and design has endeavoured to ensure that the Scheme will give maximum effectiveness and efficiency but it is not possible to guarantee that the system will

cover or detect every single incident taking place in the areas of coverage.

3.7 Warning signs, as required by the Code of Practice of the Information Commissioner have been placed at all access routes to areas covered by the Academy CCTV.

OPERATION OF THE SYSTEM (4)

4.1 The Scheme will be administered and managed by the Principal, in accordance with the principles and objectives expressed in the code.

4.2 The day-to-day management will be the responsibility of both the (SLT) Senior Leadership Team and The IT team during the day.

4.3 The CCTV system will be operated 24 hours each day, every day of the year.

CONTROL ROOM (5)

5.1 The IT Team will check and confirm the efficiency of the system on a monthly basis and in particular that the equipment is properly recording and that cameras are functional.

5.2 Access to the CCTV facilities will be strictly limited to the SLT and IT team.

5.3 Unless an immediate response to events is required, staff must not direct cameras at an individual or a specific group of individuals. The Academy takes the opinion that two members of the same sex must only view CCTV of the appropriate toilets if required.

5.4 Control operators must satisfy themselves over the identity of any other spectators. Where any doubt exists access will be refused.

5.5 The system may generate a certain amount of interest. It is vital that operations are managed with the minimum of disruption.

5.6 If out of hours emergency maintenance arises, the Premises Manager must be satisfied of the identity and purpose of contractors before allowing entry.

5.7 Full details of visitors including time/data of entry and exit will be recorded.

5.8 When not manned the facility must be kept secured.

5.9 Other administrative functions will include maintaining video tapes and hard disc space, filing and maintaining occurrence and system maintenance logs.

5.10 Emergency procedures will be used in appropriate cases to call the Emergency Services.

LIAISON (6)

6.1 Liaison meetings may be held with all bodies involved in the support of the system.

MONITORING PROCEDURES (7)

7.1 Camera surveillance may be maintained at all times.

7.2.1 A monitor is installed in the Control facility to which pictures will be continuously recorded.

7.2.2 If covert surveillance is planned or has taken place copies of the Authorisation Forms, including any Review must be completed and retained.

VIDEO TAPE PROCEDURES (8)

8.1 In order to maintain and preserve the integrity of the tapes used to record events from the hard drive and the facility to use them in any future proceedings, the following procedures for their use and retention must be strictly adhered to:

- (i) Each tape must be identified by a unique mark.
- (ii) Before using, each tape must be cleaned of any previous recording.
- (iii) The controller shall register the date and time of tape insert, including tape reference.
- (iv) A tape required for evidential purposes must be sealed, witnessed, signed by the controller, dated and stored in a separate, secure, evidence tape store. If a tape is not copied for the Police before it is sealed, a copy may be made at a later date providing that it is then resealed, witnessed, signed by the controller, dated and returned to the evidence tape store.
- (v) If the tape is archived the reference must be noted.

8.2 Tapes may be viewed by the Police for the prevention and detection of crime.

8.3 A record will be maintained of the release of tapes to the Police or other authorised applicants. A register will be available for this purpose.

8.4 Viewing of tapes by the Police must be recorded in writing and in the log book. Requests by the Police can only be actioned under section 29 of the Data Protection Act 1998.

8.5 Should a tape be required as evidence, a copy may be released to the Police under the procedures described in paragraph 8.1 (iv) of this Code. Tapes will only be released to the Police on the clear understanding that the tape remains the property of the Academy, and both the tape and information contained on it are to be treated in accordance with this Code. The Academy also retains the right to refuse permission for the Police to pass to any other person the tape or any part of the information contained thereon. On occasions when a Court requires the release of an original tape this will be produced from the secure evidence tape store, complete in its sealed bag.

8.6 The Police may require the school to retain the stored tapes for possible use as evidence in the future. Such tapes will be properly indexed and properly and securely stored until they are needed by the Police.

8.7 Applications received from outside bodies (e.g. solicitors) to view or release tapes will be referred to the Principal. In these circumstances tapes will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, a subject access request, or in response to a Court Order. A fee can be charged in such circumstances: £10 for subject access requests; a sum not exceeding the cost of materials in other cases.

BREACHES OF THE CODE (including breaches of security) (9)

9.1 Any breach of the Code of Practice by Academy staff will be initially investigated by the Principal, in order for him to take the appropriate disciplinary action.

9.2 Any serious breach of the Code of Practice will be immediately investigated and an independent investigation carried out to make recommendations on how to remedy the breach.

ASSESSMENT OF THE SCHEME AND CODE OF PRACTICE (10)

10.1 Performance monitoring, including random operating checks, may be carried out by the Premises Manager.

COMPLAINTS (11)

11.1 Any complaints about the Academy's CCTV system should be addressed to the Principal.

11.2 Complaints will be investigated in accordance with Section 9 of this Code.

ACCESS BY THE DATA SUBJECT (12)

12.1 The Data Protection Act provides Data Subjects (individuals to whom "personal data" relates) with a right to data held about themselves, including those obtained by CCTV.

12.2 Requests for Data Subject Access should be made in writing to the Principal.

PUBLIC INFORMATION (13)

Copies of this Code of Practice will be available to the public by the Principal.

Summary of Key Points

- This Code of Practice will be reviewed every two years.
- The CCTV system is owned and operated by the Academy.
- The Control system is not open to visitors except by prior arrangement and good reason.
- Liaison meetings may be held with the Police and other bodies.
- Any recording tapes will be used properly, indexed, stored and destroyed after appropriate use.
- Tapes may only be viewed by Authorised School Officers and the Police.
- Tapes required as evidence will be properly recorded witnessed and packaged before copies are released to the Police.
- Tapes will not be made available to the media for commercial or entertainment purposes.
- Tapes will be disposed of securely by incineration.
- Any breaches of this Code will be investigated by the Principal. An independent investigation will be carried out for serious breaches.
- Breaches of the Code and remedies will be reported to the Principal