



Chelmer Village Hall, Chelmer Village Square, Chelmsford, Essex CM2 6RF
Telephone: 07901 886488
Registered Charity No. 1054083

1.19 Closed circuit television (CCTV)

CCTV is located at designated areas in the building and their locations are pointed out to prospective parents and visitors. The CCTV has been installed and is run by the Parish Council.

The use of CCTV is informed by the guiding principles of the Surveillance Camera Code of Practice (Home Office 2013) as follows:

- Use of a surveillance camera system must always have a specified purpose which is in pursuit of a legitimate aim and necessary to meet a pressing need.
- The purpose will be to protect the setting and its assets; to assist in the detection of any crime that may have been committed. CCTV is never used without a specified purpose and likewise is not reviewed by Parish Council members who do not have authority and a specific reason for doing so.
- The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.
- **The Human Rights Act (1998)** gives every individual the right to private life and correspondence. This means that CCTV will only be used in public areas of the setting i.e. main hall and foyer. The manager will review the continued use of CCTV at least annually with the Parish Council and will discuss any issues arising.
- There must be as much transparency in the use of surveillance camera systems as possible, including a published contact point for access to information and complaints.
- There are signs clearly displayed for staff, parents and visitors, informing them that CCTV is in operation and that they may be recorded. The procedure is displayed for staff, visitors and parents. Complaints relating to the use of CCTV should be discussed with the setting manager in the first instance following **10.02 Complaints procedure for parents and service users**.
- There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.
- The Parish Council is responsible for the day-to-day management of the CCTV system. Images are stored on the system for up to 4 weeks and are then automatically recorded over. Images are not routinely scrutinised unless there is a legitimate reason to do so, i.e. damage to the premises after a private hire

- No more images and information should be stored than that which is strictly required for the stated purpose of the surveillance camera system, and such images and information should be deleted once their purpose is discharged
- Images are recorded over or destroyed after 4 weeks and are only used as stated above. Images must not be destroyed before this time if an official request to view them is made.
- Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place for law enforcement purposes.
- Only the setting manager will have access to the retained CCTV images. If an instance arises where the CCTV images need to be reviewed to prove or disprove an allegation or incident, this is the responsibility of the setting manager who will share the images with the police, social care or Ofsted to assist with an official investigation if required. A record is retained, containing the date of the incident/allegation; camera, number of positions, brief description of the incident/allegation – with reference to related safeguarding forms; who the footage was viewed by, date viewed and action taken and counter signed by the Deputy Supervisor. Images may also be requested by the Committee for the purpose of conducting an investigation into an incident.
- Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use. The setting manager is responsible for the security measures to safeguard against unauthorised access and use. This will include the security of the location where images are stored
- Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use. The setting manager is responsible for the security measures to safeguard against unauthorised access and use. This will include the security of the location where images are stored. There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published. The setting manager is responsible for ensuring that policies and standards are adhered to at all times, seeking further advice from the Committee at any point when the images may be scrutinised for the purpose of investigating an incident.
- When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information and evidential value. If CCTV images are reviewed following an incident or an allegation, a record is made. Under no circumstances are CCTV images shared with parents or other service users unless there is a legitimate reason for doing so, i.e. to disprove an allegation against a member of staff. The process for using CCTV in these circumstances is as follows:
 - An allegation or incident occurs that may have been caught on CCTV
 - Setting manager reviews CCTV footage and retains a record
 - Setting manager reports their findings to the Committee

- If there is a reason to believe that a crime may have been committed then an investigation takes place following the **6.01 Safeguarding Children, Young People and Vulnerable Adults** and **7.00 Record Keeping Procedures**
- A parent or other person whose image has been recorded and retained and wishes to access the images must apply to the setting manager in writing
- The Data Protection Act gives the manager the right to refuse a request to view the images, particularly where such access may prejudice the prevention or detection of a crime
- If access to the image is refused then the reasons are documented and the person who made the request is informed in writing within 28 days. The images are not destroyed until the issue is resolved
- At all times **6.00 Safeguarding Children, Young People and Vulnerable Adults** procedures are followed
- Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date

Legal basis

Human Rights Act 1989

Data Protection Act 1998

Protection of Freedoms Act 2012

GDPR 2018

Guidance

Surveillance Camera Code of Practice (Home Office 2013 updated 2021)

www.gov.uk/government/publications/surveillance-camera-code-of-practice