



CCTV POLICY

September 2026

Responsibility	Head Teacher
Date of next review	01/09/2028

Signed: 

Headteacher

Date: 30.07.2026

Signed: 

**Director of Lifelong Learning &
Operations**

Date: 30.07.2026

Introduction

The purpose of this policy is to regulate the management, operation and use of the CCTV system at The Aspire Academy.

Objectives of the CCTV setup:

- To increase personal safety of staff, pupils and visitors and reduce the fear of crime (safeguarding arrangements).
- To protect the school buildings and their assets.
- To support the police in a bid to deter and detect crime.
- To assist in identifying, apprehending, and prosecuting offenders.
- To protect members of the public and private property.
- To monitor behaviour.
- To assist in managing the school.

Statement of Intent

The Aspire Academy has chosen to use CCTV (Closed Circuit Television), internally and externally, in selected areas across the school. Cameras are used to monitor activities within school, its car parks and other external spaces to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and wellbeing of the school and its staff, pupils and visitors.

The CCTV system is registered with the Information Commissioner's Office and seeks to comply with the following legislation:

- [UK General Data Protection Regulation](#)
- [Data Protection Act 2018](#)
- [Human Rights Act 1998](#)
- [European Convention on Human Rights](#)
- [The Regulation of Investigatory Powers Act 2000](#)
- [The Protection of Freedoms Act 2012](#)
- [The Freedom of Information Act 2000](#)
- [The Education \(Pupil Information\) \(England\) Regulations 2005 \(as amended in 2016\)](#)
- [The Freedom of Information and Data Protection \(Appropriate Limit and Fees\) Regulations 2004](#)
- [The School Standards and Framework Act 1998](#)
- [The Children Act 1989](#)
- [The Children Act 2004](#)
- [The Equality Act 2010](#)

The Aspire Academy complies with the Code of Practice and adopts good standards of practice which helps towards realising this objective.

No live footage from the CCTV system is displayed and is not ordinarily monitored. Only selected members of the Senior Leadership Team, or specifically assigned/trained member of staff, have access to view live footage and to make and view CCTV recordings.

The school has undertaken the following checklist to ensure that the CCTV system remains within the law and that images can be used for crime prevention.

- The school has specified that the CCTV cameras have been installed for the safeguarding of staff and pupils, and for the detection and prevention of vandalism across the school site.
- Significant signage is found in prominent positions to inform staff, pupils and the general public that they are entering an area where their images are being recorded either as still or video footage.
- The school retains the right to be the data controller for all footage recorded using its CCTV camera.
- The equipment is sited so that it only monitors those spaces that are intended to be covered by the equipment.
- All operators (staff who operate and monitor CCTV) are aware of the purpose for which the scheme has been established.
- All operators are aware that they are only permitted to use the equipment to achieve the purposes for which it has been installed, i.e. safeguarding and the prevention, detection and monitoring of vandalism.
- Live CCTV footage is stored securely and retained for a period of 28 days.
- Recorded CCTV footage, required as evidence, is stored in a secure location on the school network and held in accordance with the retention regulations for pupil records.
- Information transferred to CD/DVD (or other suitable storage media) will only be used for the investigation of a specific crime incident as required by the police authorities as part of a police investigation.

Subject Access Requests (SARs)

Individuals have the right to request access to CCTV footage in which they appear. Requests should be submitted in writing to the Data Protection Officer and should include sufficient information to identify the individual and locate the relevant recording. The school may request proof of identity before processing a request. The school will respond within one calendar month, subject to any lawful extension. Where footage contains images of other individuals, the school will consider their rights and may redact, blur or withhold images where necessary. Disclosure may be refused where an exemption under data protection legislation applies or where the rights and freedoms of others would be adversely affected

Code of Practice

- This CCTV policy will be reviewed every 2 years.
- The CCTV system is owned and operated by the school.
- The footage may only be viewed in the presence of a member of the Senior Leadership Team or specifically assigned/trained member of staff.

Breached of the Code

- Any breach of the Code of Practice by the school will initially be investigated by the Head Teacher in order for them to take the appropriate disciplinary action.

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