



St. Martin's School

*Everyone who works with children should do what is in the best interests of the child.
Article 3 United Nations Rights of the Child*

CCTV Policy

Contents

Introduction	2
Roles and responsibilities	2
Authorised Operators	2
Siting the Cameras	3
Storage and Retention of CCTV Images	3
Disclosure of Images to Third Parties	3
Complaints	3
Review Schedule	3

Introduction

St Martin's School uses closed circuit television (CCTV) images for the purposes of crime reduction and safeguarding.

The CCTV system comprises of 12 fixed cameras, all on the exterior of the building. The system does not have sound recording capability.

The CCTV system is owned and operated by the school, the deployment of which is determined by the school's leadership team.

The CCTV is locally hosted and does not save data on any other server or cloud-based systems.

The introduction of new, or changes to, CCTV monitoring will be subject to consultation with staff and the school community.

Roles and responsibilities

St Martin's School is registered with the Jersey Office of the Information Commissioner (JOIC). The use of CCTV, and the associated images is covered by the Data Protection Law (Jersey) 2018. This policy outlines the school's use of CCTV and how it complies with the legislation.

All authorised operators and employees with access to images are made aware of the procedures that need to be followed when accessing the recorded images and sound. All operators are trained about their responsibilities under the CCTV policy. All employees are aware of the restrictions in relation to access to, and disclosure of recorded images.

CCTV warning signs are clearly and prominently placed at all external entrances to the school and the staff car park. In areas where CCTV is used, the school will ensure that there are prominent signs placed at both the entrance of the CCTV zone and within the controlled area.

The planning and design have endeavoured to ensure that the system 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.

Authorised Operators

Access to recorded images will be restricted to those staff authorised to view them and will not be made more widely available.

School Employees with authorisation to view and operate the CCTV cameras:

- Chris Godden (Headmaster/Deputy Safeguarding Lead)
- Karen Cooper (Deputy Head/Designated Safeguarding Lead)
- Emma Matthews (Business Manager)

Siting the Cameras

Cameras will be sited so they only capture images relevant to the purposes for which they are installed (as described above), and care will be taken to ensure that reasonable privacy expectations are not violated.

CCTV is not located in the internal parts of the building.

Storage and Retention of CCTV Images

The school retains CCTV images for 6 weeks, after which time they are automatically deleted. During the 6 week retention period, the school stores CCTV images on the hard drive of the CCTV system.

Disclosure of Images to Third Parties

There will be no disclosure of recorded data to third parties other than in crime prevention, as part of a criminal investigation or for Safeguarding purposes (e.g. disclosure of evidence to the States of Jersey Police).

Complaints

Complaints will be dealt with in accordance with the school's Complaints Procedure.

Review Schedule

This policy is to be reviewed or updated:

- At least annually
- In response to advice from a relevant outside agency or government department
- In response to an incident

Date	Reviewed by	Changes made	Changes approved by
September 2018	Leadership team	Policy created	
January 2021	Leadership team	Policy updated	
September 2023	Chris Godden	Policy updated	
January 2025	Emma Matthews	Format updated.	