

CCTV Policy

Reviewed: 8/8/2025

1. Purpose

This policy sets out how Closed Circuit Television (CCTV) is used within Geeks Room CiC to promote the safety of learners, staff, and visitors, and to protect property. The use of CCTV is consistent with safeguarding responsibilities and complies with data protection legislation.

2. Legitimate Aims of Surveillance

CCTV is used for the following purposes:

- To safeguard children, young people, and vulnerable adults while on site.
- To deter and detect unauthorised access, theft, vandalism, or damage to property.
- To provide reassurance to learners, parents, carers, staff, and visitors.
- To support the investigation of safeguarding concerns, behavioural incidents, or criminal activity when appropriate.

Each purpose is clearly linked to a specific camera location and activity.

3. Scope

- Cameras are installed in communal areas only (e.g., entrances, corridors, shared spaces).
 - Cameras are not installed in private areas such as toilets, changing areas, or staff offices.
 - Signage is displayed to inform all site users that CCTV is in operation.
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4. Safeguarding and Child Safety

CCTV supports safeguarding by:

- Monitoring access points to ensure only authorised individuals enter the premises.
 - Providing an additional layer of supervision in communal areas to complement staff presence.
 - Supporting the Designated Safeguarding Lead (DSL) in reviewing incidents where safeguarding concerns are raised.
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5. Justification for Use

CCTV is considered the most effective means of maintaining a safe and secure environment alongside staff supervision. Other measures (e.g., manual monitoring) are in place but CCTV provides continuous coverage that staff alone cannot.

6. Data Protection and Privacy

- CCTV is operated in compliance with the **UK GDPR** and **Data Protection Act 2018**.
 - Recorded images are treated as personal data and handled securely.
 - Access to recordings is restricted to authorised personnel only (e.g., DSL, senior leadership, site security).
 - Recordings are not shared externally except where required by law, safeguarding duties, or criminal investigations.
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7. Data Retention

- Recordings are retained for a maximum of **30 days** unless required longer for the purposes of investigation or evidence.
 - After this period, data is securely deleted.
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8. Access to Footage

- Requests for access must be made in writing to the Data Protection Officer/DSL.
 - Parents, carers, or learners may request access to footage involving them, subject to safeguarding, data protection, and third-party privacy considerations.
 - Law enforcement agencies may be granted access where legally justified.
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9. Roles and Responsibilities

- **DSL / Centre Manager:** Overall responsibility for CCTV operation, compliance, and safeguarding use.
 - **Senior Leadership Team:** Oversight and review of this policy.
 - **All Staff:** Awareness of CCTV's purpose and role in safeguarding.
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10. Policy Review

This policy will be reviewed annually by the Senior Leadership Team to ensure ongoing compliance with safeguarding, legal, and operational requirements.
