

Policy Name: CCTV Surveillance Policy

Policy Number	SP22
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Issue Date	Sept 2022
Review Date	Sept 2024
Owner	CEO
Reviewing Body	Board of Trustees

1.0 Introduction

This policy regulates the management, operation and use of the closed circuit television (CCTV) used at Portfield School and other Autism Unlimited properties.

Autism Unlimited takes seriously its moral and legal responsibility to protect, promote and safeguard the welfare of all students and PWS in its care, as well as the staff, who reside in all of our properties.

The use of CCTV is an essential part of the solution to achieve this objective because it provides 24-hour surveillance, both internally and externally at a number of our properties ([see Appendix A](#)). The cameras located within Portfield School and on campus are monitored within the school and none are remotely operable.

This policy reflects the principles of the UK Data Protection Act 2018 and the UK General Data Protection Regulation:

- data must be processed fairly, lawfully and in a transparent manner;
- processed for limited purposes and not further processed in any manner incompatible with those purposes;
- adequate, relevant and not excessive in relation to the purpose(s);
- accurate;
- not kept for longer than is necessary;
- processed in accordance with individuals' rights;
- is secure

This policy seeks to promote an individual's rights and respect their dignity in line with GDPR guidelines.

This policy is compliant with the Government Guidance: Surveillance and monitoring in residential childcare settings October 2019.

1.1 The charity role for ensuring implementation of this policy is the Head of IT.

2.0 Purpose

2.1 We use CCTV in order to protect the safety of all students and staff by:

- Maintaining a safe and secure environment
- Monitoring and protecting the school buildings and assets

- Ensuring the welfare of students, staff and visitors
- Deter criminal acts against persons and property
- Deter violent behaviour and damage to the school
- Assist the police in identifying persons who have committed an offence

Materials or knowledge secured as a result of CCTV are not used for any commercial purpose. Video is only released to external agencies for use in the investigation of specific crime and with the written authority of the Police.

Signage is in place to inform individuals that they are in an area where CCTV is used.

3.0 CCTV Surveillance

Before installing CCTV, Autism Unlimited will consider whether it is lawful, justified, necessary and proportionate. The Charity will also consider whether a less privacy intrusive method could be used, whether there is a better solution and the impact on individuals. The Charity will regularly evaluate whether it is necessary and proportionate to continue using the CCTV. The surveillance system will be registered with the ICO in line with data protection legislation and will use the Checklist within the Code of Practice for Surveillance Cameras and Personal Information before introducing the surveillance systems.

3.1 Portfield School

There are a total of sixteen cameras installed both externally and inside the school building. Ten are located externally within the campus grounds, car park and front gate. The six cameras installed within the school monitor the two reception areas and the corridors, however the corridor cameras are currently switched off.

3.2 Residential Services

Two cameras are located inside the bedroom of a PWS at Greenways property.

The main purpose of this CCTV is to monitor seizure activity whilst the PWS is alone in the bedroom. The parents can remotely view the CCTV footage via a TeamViewer connection to a desktop PC at the property where the software is installed.

The staff are able to disable the parents' remote access at any time and there is no audio being recorded.

3.3 Airfield Road

The CCTV system is owned and maintained by New Forest Classic Cars with a total of seven external cameras installed at the property. There are three to the front and four to the rear of the building but do not monitor or record the student's play area.

In the event there was an incident that needed further investigation from the recorded images, the Head of IT would contact the General Manager of New Forest Classic Cars to request system access.

4.0 Linked policies

This policy operates in conjunction with the following school policies:

- [Positive Behaviour Policy](#)

- Staff Code of Conduct (this is found in the staff handbook)
- [Data Protection Policy](#) - GDPR
- [Child Protection and Safeguarding Policy](#)

Appendix A

Location	Internal / External	Number of Cameras	Where	Owner	Equipment	Maintenance & Support
Parley Campus	External	10	Monitoring the front gate and campus grounds	Autism Unlimited	HikVision DS-7316HUHI-K4 3 x BNC cameras 7 x IP digital cameras 1 x dedicated server	Automated Systems
Portfield School (Not currently working)	Internal	6	Monitoring main reception, pool reception and corridors	Autism Unlimited	HikVision DS-7316HUHI-K4 6 x IP digital cameras	Automated Systems
Airfield Road	External	7	Monitoring the grounds to the front and rear of the building	Landlord New Forest Classic Cars daniel.s@newforestclassiccars.co.uk	Q-VIS 7 x IP digital cameras 1 x dedicated server (on-site) <i>System access via Daniel if required</i>	Southern Central Security
Greenways	Internal	2	Monitoring PWS in bedroom. Video accessible by staff and parents remotely	Parents	Blue Iris 2 x IP digital cameras Desktop PC	Parents/Internal IT team