



## **CCTV Policy**

### **PURPOSE**

This Policy explains the management, operation and use of the closed circuit television (CCTV) system at Ninja School Leeds (hitherto referred to as NSL).

### **SCOPE**

This policy applies to the installation of CCTV cameras within the academy and the use and disclosure of any footage produced by those cameras.

### **POLICY**

NSL maintains an obligation to ensure the academy environment is safe and secure, and that we fulfill our duty of care to our students, staff and visitors. The CCTV system exists to assist our academy to fulfill these obligations and to prevent and manage other inappropriate behaviour.

CCTV provides an enhanced capability to protect our academy's assets against vandalism and theft. CCTV strengthens our NSLs security by providing an appropriate level of surveillance and assists our academy to take all reasonable steps to prevent reasonably foreseeable harm on our premises (duty of care). The presence of CCTV cameras deters misconduct and inappropriate behaviour and reassures students, staff and visitors that they are protected.

This policy describes how our CCTV system does this.

## Use of CCTV footage

Consistent with our obligations set out above, NSL may use CCTV cameras to:

- Prevent and verify incidents involving;
- Criminal behaviour
- Staff misconduct
- Other inappropriate behaviour – including of students, staff, visitors or members of the public. For example, this means NSL may use CCTV footage of incidents to help inform decisions about safeguarding
- Verify other incidents – involving students, staff and visitors (e.g. incidents in which a person has sustained injury, loss or damage on NSL premises).
- To provide the academy director and/or safeguarding officer with visual coverage during emergencies or complaints.
- Analyse rolls with the people involved for training purposes
- CCTV cameras are NOT;
  - Hidden or covert.
  - Located in private areas such as toilets, changing rooms or staff rooms.
  - Used to monitor student or staff work performance.

## Location Of CCTV Cameras In Our Academy

- Academy entrance area (covering the entrance to the toilets area)
- Academy reception area
- The main training area
- The main training area (covering the bag drop area)
- The cage area
- The parking area in front of the entrance
- The fire exit area (outside)

## Access To CCTV Footage

CCTV footage is only accessed for the purposes set out in this policy (see 'Use of CCTV footage') and only by the following people:

1. the academy director, including people explicitly authorised by the director

2. our dedicated safeguarding officer
3. any other people permitted by law.
4. showing footage to staff, students and/or their parents involved in incidents;

When using CCTV for the purposes listed in this policy under the heading 'Use of CCTV' and only when appropriate, the academy director or safeguarding officer may show specific footage of an incident to those directly involved, including relevant staff, students and/or their parents.

This means that any person on NSL premises may be captured on CCTV footage and that the academy director may subsequently show to staff, students and/or their parents.

NSL cannot give copies of CCTV footage to staff, students, parents or any other parties. Any requests for a copy of CCTV footage must be made to the academy director.

## **Managing And Securing The CCTV System**

The academy director or their nominee is responsible for managing and securing the CCTV system including;

1. Operation of the CCTV system and ensuring it complies with this policy
2. Considering the appropriate location and use of cameras and method for storing CCTV footage electronically
3. Maintaining and upgrading cameras when required

## **Disclosure Of CCTV Footage**

NSL may only disclose CCTV footage externally (i.e. external to the persons designated above) as described in this policy or otherwise when permitted by law

## **Storage Of Footage**

CCTV footage is kept electronically for no more than 31 days. If NSL has not used CCTV footage in any of the ways set out above, and there has been no request to view or access footage during this period, the footage is deleted.

Where CCTV footage has been used to verify an incident or where it is required to be retained for legal reasons, NSL will manage and securely retain the footage in accordance with records management requirements and GDPR.

## **Access To Information Held About You**

To access information our school holds about you (on behalf NSL), including any CCTV footage, please contact:

Email: [Ninjaschoolnorth@gmail.com](mailto:Ninjaschoolnorth@gmail.com)