



Blue Sky Learning

C.C.T.V. Policy

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1. Policy Statement

Blue Sky Learning uses CCTV as part of its commitment to safeguarding, site security, health and safety, and the welfare of learners, staff, visitors and contractors.

CCTV is one of several measures used to help maintain a safe environment and support the investigation of incidents where concerns arise.

CCTV does not replace effective supervision, safeguarding practice, professional judgement or risk assessment processes.

2. Legislation and Guidance

This policy is informed by:

- UK GDPR
- Data Protection Act 2018
- Human Rights Act 1998
- Freedom of Information Act 2000 (where applicable)
- Keeping Children Safe in Education (KCSIE) 2025
- Information Commissioner's Office (ICO) guidance on video surveillance

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Data Protection Policy
- Health and Safety Policy
- Visitors Policy
- Managing Allegations and Low-Level Concerns Policy

3. Purpose of CCTV

Blue Sky Learning uses CCTV to:

- Safeguard learners, staff and visitors.
- Support the investigation of safeguarding concerns.
- Assist in the management of site security.
- Deter and investigate theft, vandalism and criminal damage.
- Support the investigation of serious behavioural, health and safety or security incidents.
- Assist with allegations involving learners, staff, volunteers or visitors.

CCTV will not be used for routine staff performance monitoring.

4. CCTV Coverage

CCTV cameras are positioned in appropriate locations to support safeguarding and site security.

CCTV will not be installed in:

- Toilets.
- Changing areas.
- Medical or intimate care areas.
- Staff welfare areas.
- Any location where individuals would reasonably expect privacy.

Information regarding camera locations is maintained securely by the Headteacher.

5. Signage and Transparency

Clear signage will be displayed at entry points and monitored areas to inform individuals that CCTV is in operation.

Information regarding CCTV arrangements is available through this policy and other appropriate communications.

6. Access to Footage

Access to live or recorded footage is strictly restricted to authorised personnel.

Authorised personnel may include:

- Headteacher.
- Designated Safeguarding Lead (DSL).
- Deputy Designated Safeguarding Leads (DDSLs).
- CEO/Director of BSL Education.
- Data Protection Lead.
- Business Manager where required for operational or data protection purposes.

Access may be granted only where there is a legitimate safeguarding, security, health and safety, disciplinary or legal reason to do so.

7. Safeguarding and Information Sharing

Where CCTV footage is relevant to a safeguarding concern, it may be reviewed and shared with appropriate agencies, including:

- Children's Social Care.
- Police.
- Local Authority Designated Officer (LADO).
- Other agencies where lawful and necessary.

Any sharing of footage will be proportionate, justified, recorded and compliant with data protection legislation.

8. Storage, Retention and Security

CCTV footage is stored securely with restricted access.

Footage will normally be retained for **30 days**, unless required for:

- Safeguarding investigations.
- Disciplinary procedures.
- Police investigations.
- Legal proceedings.
- Other legitimate operational purposes.

Where footage is retained for a specific purpose, it will be deleted when no longer required.

Appropriate technical and organisational measures will be used to protect footage from unauthorised access, disclosure or loss.

9. Audio Recording

Where CCTV equipment captures audio, this will only be used for legitimate safeguarding, security or operational purposes.

Audio recording will not be used to routinely monitor conversations or staff conduct.

10. Requests for Footage

Individuals may request access to CCTV footage where they are identifiable in accordance with UK GDPR and data protection legislation.

Requests should be submitted in writing to the Data Protection Lead.

Requests may be refused, redacted or restricted where disclosure would:

- Compromise safeguarding.
- Prejudice an investigation.
- Infringe the rights of others.
- Be exempt under data protection legislation.

11. Staff Responsibilities

Staff must not:

- Share footage through personal devices, email or social media.
- Download or copy footage without authorisation.
- Show footage to unauthorised individuals.
- Use CCTV footage for personal purposes.

Any misuse of CCTV footage may result in disciplinary action.

12. Complaints

Concerns regarding CCTV should be raised with the Headteacher or Data Protection Lead in the first instance.

Complaints will be managed in accordance with the Complaints Policy and data protection procedures.

13. Monitoring and Review

The Headteacher is responsible for monitoring the operation and effectiveness of CCTV arrangements and ensuring that they remain:

- Safeguarding-led.
- Necessary and proportionate.
- Legally compliant.

This policy will be reviewed annually or sooner if legislation, guidance, premises arrangements or surveillance systems change.