

Evidence Statement: CCTV Use, Signage, and Privacy Information

1. Purpose of CCTV

- CCTV is used solely for the purposes of:
 - Safeguarding children, young people, staff, and visitors.
 - Preventing and investigating incidents of crime, bullying, or anti-social behaviour.
 - Supporting site security and health and safety monitoring.
- CCTV is **not used for classroom monitoring** or staff performance management.

2. Signage and Information

- Clear **signage is displayed** at all entry points and in areas where cameras are in operation, stating:

“CCTV in operation for the safety and security of children, young people, staff, and visitors.”

- Signs are **visible, age-appropriate, and child-friendly**, using clear icons and simple wording.
- Placement ensures that all staff, visitors, children, and young people are aware when they enter areas covered by surveillance.

3. Privacy and Data Protection

- A **CCTV and Surveillance Privacy Notice** is available to staff, parents, carers, and young people, outlining:
 - Why CCTV is used.
 - The lawful basis for processing images (legitimate interests/safeguarding).
 - How images are stored, for how long, and who has access.
 - The rights of children, young people, and parents under **UK GDPR and the Data Protection Act 2018**.
- The CCTV system is registered with the **ICO (Information Commissioner’s Office)**.

4. Policies and Procedures

- A **CCTV Policy** is in place, linked to safeguarding and data protection policies.
- Access to CCTV footage is **strictly controlled**, limited to the DSL, site manager, or authorised senior staff.
- Footage is stored securely and deleted in line with retention schedules (usually 30 days unless required for investigation).

5. **Evidence Sources (for inspectors)**

- Photographs of CCTV signage at entry points and key areas.
- Copy of the **CCTV Policy** and Privacy Notice.
- ICO registration certificate.
- Record of staff awareness training on CCTV use and data protection.
- Example log showing how CCTV footage access is requested and authorised.

6. **Impact**

- Children and young people report feeling **safe and protected** within the environment.
- Parents/carers confirm they have received information about CCTV and its safeguarding purpose.
- Inspectors can verify through signage, documents, and interviews with staff and children.