



# SANDFORD INTERNATIONAL SCHOOL

Addis Ababa, Ethiopia

NAME OF POLICY	CCTV Policy and Standard Operation Policy
APPROVED BY	Board of Sandford International School
DATE APPROVED	October 8 <sup>th</sup> 2022
DATE OF REVIEW	October 2023

## CCTV Policy and Standard Operation Procedure

### 1. PURPOSE

The Purpose of this policy is to regulate the management, operation and use of the CCTV system (Closed Circuit Television) at Sandford International School.

CCTV systems are installed on our premises for the purpose of enhancing security of the building and its associated equipment as well as creating a mindfulness among the occupants, at any one time, **that a surveillance security system is in operation within and/or in the external environs of the premises during both the daylight and night hours each day.**

CCTV surveillance at the school is intended for the purposes of:

- protecting the school buildings and assets, both during and after school hours;
- promoting the health and safety of staff, pupils and visitors as well as for monitoring student behaviour;
- preventing bullying;
- reducing the incidence of crime and anti-social behaviour (including theft and vandalism);
- supporting the police in a bid to deter and detect crime;
- assisting in identifying, apprehending and prosecuting offenders;
- enhancing confidence and commitment to the security of premises; and
- ensuring that the school rules are respected.

**The CCTV system does not have sound recording capability.**



The CCTV system is owned and operated by the school, the deployment of which is determined by the School Management in consultation with the Head of Security.

All authorised operators and employees with access to images are aware of this policy and the standard operation procedures that needs to be followed when accessing the recorded images.

All employees are aware of the restrictions in relation to access to, and disclosure of recorded images.

## 2. SCOPE

CCTV warning signs are clearly and prominently placed at the main gate entrance and at selected locations around the school site. **Signs will contain details of the purpose for using CCTV.**

**The Head of Security will ensure that there is adequate CCTV signage within and around the school compound.**

The planning, design and deployment of CCTV has endeavoured to ensure that the system will give maximum effectiveness and efficiency, but it is not guaranteed that the system will cover or detect every single incident taking place around the school site..

## 3. LOCATION OF CAMERAS

The cameras are sited so that they only capture images relevant to the purposes for which they have been installed and care will be taken to ensure that reasonable privacy expectations are not violated. **The school will ensure that the location of further CCTV equipment is carefully considered to ensure that it enhances the security of the site.** The school will make every effort to position the cameras so that their coverage is restricted to the school premises, which includes both indoor and outdoor areas.

**CCTV will NOT be used in classrooms** but in communal areas around the school that have been identified by the security team.

**CCTV Video Monitoring and Recording of Public Areas may include the following:**

- a) **Protection of school buildings and property:** The building's perimeter, entrances and exits, lobbies and corridors, special storage areas, cashier locations, receiving areas for goods/services;
- b) **Monitoring of Access Control Systems:** Monitor and record restricted access areas at entrances to buildings and other areas
- c) **Video Patrol of Public Areas:** Parking areas, Main entrance/exit gates, Traffic Control





- d) **Criminal Investigations** (carried out by the police): Robbery, burglary and theft surveillance

## 5. ACCESS TO CCTV IMAGES

Access to recorded images will be restricted to the staff authorised to view them and will not be made widely available. **Supervising the access to and maintenance of the CCTV System is the responsibility of the Head of Security.**

**CCTV images will only be accessed when the School Management need to investigate an incident.**

**Permission for accessing CCTV images must be sought in the first instance from the Head of School.** In his absence, permission may be granted by the Deputy Head of School.

**The Head of Security and nominated trained CCTV operators are the only people permitted to access the images and enter the CCTV control room.**

The Head of Security and nominated trained CCTV operators **must report their findings directly to the Head of School.** In his absence, they are permitted to report to the Deputy Head of School.

It may be necessary for other members of staff to enter the control room to identify individual pupils. **This can only happen with the direct approval of the Head of School or deputy in his absence.**

Images from cameras are recorded 24x7 in real time and **will be retained for the period of 3 months (90 days)** on our Digital/Network Video Recording System.

## 6. TRAINED CCTV OPERATOR PROTOCOL

**CCTV authorised operators are responsible for operating the CCTV cameras and associated equipment in the Control Room.**

Authorised CCTV Operators:

- a) are responsible for operating, maintaining surveillance equipment and watching recorded video surveillance footage when instructed to do so.
- b) must always act with the utmost discretion and confidentiality
- c) must ensure that the **CCTV** control room is always locked, clean and tidy.
- d) must have an individual and unique "Log-In" Password and must "Log-Off" after viewing images authorised by the Head of School.
- e) **never share their password. This is prohibited.**
- f) Will receive training to operate the CCTV equipment within the **CCTV** monitoring room.
- g) Keep a logbook which will record all incidents viewed and will be countersigned by the Head of Security and the Head of School.



h) is tasked with deleting or archiving old footage in line with this policy.

## 7. MAINTAINANCE OF CCTV

The **CCTV** operator will be responsible for the reporting of:

- a) identified faults within the **CCTV** Control Room or any associated equipment located elsewhere on the school site directly to the Head of Security;
- b) defective cameras or LED's/LCD's such as hazy pictures, not working or out of order, etc. must be reported for appropriate action.

All faults should be:

- a) recorded in the CCTV control room logbook.
- b) fixed by the vendor company representative under the supervision of the Head of Security.

The **CCTV** Operator is responsible for ensuring that the **CCTV** system is always fully operational to prevent any occurrences of a possible security lapses.

## 8. HEAD OF SECURITY

The Head of security will;

- a) ensure that the use of CCTV systems is implemented in accordance with this policy;
- b) oversee and co-ordinate the use of CCTV monitoring for safety and security purposes within the school;
- c) ensure that all existing CCTV monitoring systems will be evaluated for compliance with this policy.
- d) ensure that the CCTV monitoring is consistent with the highest standards and protections.
- e) review camera locations and be responsible for the release of any information or recorded CCTV materials stored in compliance with this policy
- f) ensure that monitoring recorded tapes are not duplicated for release.
- g) ensure that the perimeter of view from fixed location cameras conforms to this policy both internally and externally.
- h) give consideration to both students and staff feedback/complaints regarding possible invasion of privacy or confidentiality due to the location of a particular CCTV camera or associated equipment.
- i) ensure that all areas being monitored are not in breach of an enhanced expectation of the privacy of individuals within the school and be mindful that no such infringement is likely to take place.
- j) ensure that external cameras are non-intrusive in terms of their positions and views of neighbouring residential housing and comply with the principle of "Reasonable Expectation of Privacy"
- k) ensure that monitoring tapes are stored in a secure place with access by authorised personnel



- l) ensure that camera control is solely to monitor suspicious behaviour, criminal damage etc. and not to monitor individual characteristics.

## 9. ACCESS AND DISCLOSURE OF IMAGES TO THIRD PARTIES

There will be no disclosure of recorded data to third parties other than authorised personnel such as the Police with permission being granted by the Head of School.

This policy will be reviewed annually		
Latest review	by	Michael Tegegne (Head of Security & Anthony Hamilton (Head of School) September 11 <sup>th</sup> , 2022.

