

CCTV Policy

Introduction – Purpose of CCTV

SKAPE uses Closed Circuit Television (CCTV) for the following purposes:

- To maintain a safe and secure environment for students, staff and visitors.
- To protect SKAPE property and facilities from damage or misuse.
- To assist in an investigation of incidents involving safeguarding, behaviour, security or health and safety concerns.
- To support the effective management of the alternative provision environment.

Locations of CCTV

CCTV cameras are installed in all internal areas of the building, excluding the toilets, where privacy must always be protected. SKAPE does not have external cameras and is not responsible for any vehicles left in the car park.

Signage is displayed throughout the site to ensure all individuals are aware that CCTV is in operation.

Access to CCTV footage

Access to CCTV footage at SKAPE is strictly limited to:

Dale James

Michael James

No other staff members, students, visitors or external agencies have direct access to the system.

Authorised individuals understand their responsibilities regarding data protection and confidentiality.

Storage and retention of footage

CCTV footage can only be accessed by the persons listed above.

Footage is retained for a set period of time, after which it is automatically deleted unless required for an ongoing investigation.

Footage required for safeguarding or legal purposes may be retained for longer in line with relevant legislation and guidance.

Sharing of CCTV footage



SKAPE does not routinely share CCTV footage with commissioning schools or any external organisations. If an incident involves a student from a commissioning school and the school requires visual clarification, the following procedure applies:

The commissioning school must request a viewing through the centre manager.

The commissioning school representative will be invited to SKAPE to view only the footage relevant to the incident.

Only the specific, necessary footage will be shown, and where possible, it will be:

- Cropped
- Blurred
- Edited to protect identities of others.

No copies of footage will be released unless legally required (e.g. by police or safeguarding authorities with legal grounds).

Safeguarding and Data Protection

CCTV at SKAPE is managed in accordance with:

- UK GDPR
- Data Protection Act 2018
- Relevant safeguarding/ child protection policies

Footage is treated as personal data and handled securely at all stages. Any request to access footage by a parent, student or external party will be considered in line with data protections, taking into account the rights and privacy of others captured on the footage.

Reporting concerns or requests

Any concerns related to CCTV use, data protection, or access requests should be directed to:

Kelly Watson – Centre Manager

kellywatson@skape-centre.co.uk

She will review the request and respond in accordance with legal requirements and SKAPE procedures.

Review of policy

This policy is reviewed annually, or sooner if required due to:

- Changes in legislation
- Technical system updates

- Date: 5/9/25

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