



Statement of Local CCTV arrangements

This statement of arrangements at Vyners School should be read in conjunction with the Vanguard Learning Trust CCTV policy. This is included as an appendix to the Trust Data Protection Policy, which can be found on the Trust website (www.vlt.org.uk).

Name and address of School	Vyners School, Warren Road, Ickenham, Middlesex, UB10 8AB
Individual in site with overall responsibility for the operation of the CCTV system	Headteacher – Mr Gary Mullings
Name and contact details of local Data Protection Lead	School Business Manager – Miss Karen Williams
Numbers of CCTV cameras on site: Inside the building Outside the building	Top of school – inside - 48 - outside - 25 Bottom of school – inside – 17 - outside – 9
Description of areas covered by the CCTV system	Vehicle access routes into the school, the main car park and student bike sheds, all external doors on the school buildings. Fire alarm call points, main public areas in the school, including corridors, stairwells and student dining halls.
Method of recording (Tape / DVD / hard drive / cloud)	The school has two separate systems, one covering the top of the school, including gym and sports hall, and one covering the main admin block closest to the entrance. Both systems record to a digital hard drive.
Method of image transfer – is the system hardwired or wireless ? If the latter, is the data encrypted to avoid unauthorised access ?	Hardwired
Location of live monitoring screens	Facilities Manager's office (top of school) and IT switch room (bottom of school). Both rooms are kept locked when not in use. There is limited live monitoring available in the main school office – cameras monitor the main entrance to the school only. The monitoring section is angled away from visitors.

Automatic system retention period for CCTV footage	30 days
Is the system visual only or audio/visual ?	Visual only
List of authorised individuals at the school who have access to the system (either via 'live monitoring' or recorded playback)	<p>All members of SLT Deputy Safeguarding Leads</p> <p>The Network Manager and Facilities Manager may view footage in response to a request from SLT. They may not permit others to view the system without a member of SLT being present.</p> <p>Family Liaison Officers have access to the system for the sole purpose of trying to locate children who have absented themselves from lessons. This is done away from Student Services.</p> <p>Year leaders may, from time to time, be asked to review footage to assist with the identification of children. This will only take place in the presence of a member of SLT.</p>
Names of individuals authorised to download / make a copy of footage	<p>SLT and Safeguarding team ONLY (ie Designated Safeguarding Lead and two deputies).</p> <p>Downloaded footage will be stored securely on school servers. Where footage needs to be supplied to the Police or Social Services as part of a formal investigation, this will be done only via secure means.</p> <p>Footage will not be provided to any other external agencies without the specific consent of the Headteacher.</p>
Details of safeguards in place to reduce the risk of unauthorised access to footage	With the exception of driveway cameras, all other access to the system is limited. The control stations are kept behind locked doors at all times.
Are cameras static or do they have the ability to 'pan' ?	All cameras are static
Do cameras operate 24/7 ? (Yes/ no)	All cameras operate 24hrs a day 7 days a week.
Name of company which maintains the CCTV system	<p>EST Office Suite 4 Enterprise House Kings Road Canvey Island</p>

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