



[www.steppingstoneschool.ie](http://www.steppingstoneschool.ie)  
Roll Number:20379Q

# CCTV Policy

## Introduction

In accordance with current Child Protection Guidelines identified in correspondence from the Department of Education and Skills to all schools with regards to the school's responsibility to ensure compliance with the Child Protection Procedures for Primary Schools; and in the interests of accountability and transparency with regard to child and worker protection, the Board of management of Stepping Stones has taken the decision to install closed circuit television cameras (CCTV) in the school.

## Rationale:

The policy as outlined was put in place to:

- Uphold the child protection policy of the school
- Safeguard school staff.
- Ensure the strictest guidelines and controls are in place.
- For the purposes of behavioural assessments, evaluation of behavioural interventions and student progress on educational goals.
- Staff training.
- Protect against possible litigation.

## Relationship to the School ethos.

The school upholds the highest possible standards of child protection. Usage of CCTV supports this goal. Also use of CCTV in the classrooms supports the evidence based ethos of the school by allowing evidence based decision making in relation to individual children's programmes as required.

## Aims of the Policy;

The aims and objectives of the policy can be summarised as follows;

- Minimise risk to children and staff on the school premises.

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- Fulfil the duty of the BoM in relation to Child Protection requirements
- Provide support and reference to specific behavioural interventions.

## **Policy Content**

CCTV cameras will be operating in each of the classrooms and data will be recorded continuously over the course of the school day.

In compliance with Section 2(1)(c)(iv) of the Data Protection Acts (1988 & 2003):

- Data will be stored for a maximum of one month, unless a specific issue arises which necessitates a section of recording to be preserved for longer than this.
- Data will be stored in a secure environment and access will be restricted to authorised school personnel.
- Individuals subject to this form of data collection will be able to view and/or obtain a copy of any images relevant to them upon request

Data obtained may also be used for the purposes of behavioural assessments, evaluation of behavioural interventions and student progress on educational goals, and staff training.

No data will be recorded in private areas including bathrooms, offices and staff room.

The board of management of Stepping Stones School will act as data controller and no data will be shared with a third party external to the school without the expressed permission of any data subjects (i.e. individuals whose image has been captured) involved.

Public postings will be displayed in relevant areas prior to the cameras being activated. The Public postings will specify the purpose of the CCTV recordings.

On introduction of the CCTV system all staff and parents were informed.

All staff coming for interview are informed there is a CCTV system in operation in the school.

This policy adheres to the guidelines of the Data Commissioner. Further details available at [www.dataprotection.ie/cctv](http://www.dataprotection.ie/cctv)

**Success Criteria:**

The effectiveness of the school policy in its present form is measured by the following criteria:

- Compliance with Child Protection and Health and Safety legislation.
- Maintaining a safe and caring environment for children
- Positive feedback from parents/teachers
- Individual long and short terms goals met

**Ratified by Board of Management on :** \_\_\_\_\_

**Signed** \_\_\_\_\_ **Chairperson, Board of Management**