



CCTV Policy

PURPOSE

This policy explains the management, operation, and use of the closed-circuit television (CCTV) system at Scramble Academy Leeds.

SCOPE

This policy applies to the installation of CCTV cameras within the academy and the use and disclosure of any footage produced by those cameras.

POLICY

Scramble Academy Leeds is committed to ensuring a safe and secure environment and upholding our duty of care to students, staff, and visitors. The CCTV system supports this by helping to prevent, monitor, and manage inappropriate or unlawful behaviour.

CCTV also provides enhanced protection against vandalism and theft, strengthens site security through active surveillance, and enables the academy to take reasonable steps to prevent foreseeable harm. The presence of cameras serves as a deterrent and offers reassurance to all who use our facility.

This policy outlines how our CCTV system is used to achieve these aims.

USE OF CCTV FOOTAGE

Consistent with our safeguarding responsibilities and duty of care, Scramble Academy Leeds may use CCTV to:

Prevent and verify incidents involving:

Criminal behaviour

Staff misconduct

Inappropriate behaviour by students, staff, visitors, or the public

Inform decisions around safeguarding

Investigate incidents involving injury, loss, or damage on academy premises

Provide visual coverage to the Academy Director and/or Safeguarding Officer during emergencies or complaints

Review footage for training purposes when relevant

CCTV cameras will not:

Be hidden or covert

Be located in private areas such as toilets, changing rooms, or staff rooms

Location of CCTV Cameras

Academy entrance (including view toward toilets area)

Mat 1

Mat 2

Cage area

Car park at the rear of the Academy

Access to CCTV Footage

Footage will only be accessed for the purposes set out in this policy and only by the following:

The Academy Director or persons explicitly authorised by them

The Safeguarding Officer

Any other individuals permitted by law

Staff, students, and/or parents involved in an incident (view-only access, if appropriate)

The Safeguarding Officer may show specific footage to those directly involved in an incident, including relevant staff, students, and/or parents. However, Scramble Academy Leeds does not provide copies of CCTV footage to individuals. Requests must be submitted to the Academy Director.

Management and Security of the CCTV System

The Academy Director or their nominated delegate is responsible for:

Operating the system in accordance with this policy

Determining appropriate camera locations and secure electronic storage methods

Maintaining and upgrading equipment as needed

Disclosure of CCTV Footage

Footage may only be disclosed outside of the Academy's authorised personnel as permitted by this policy or applicable law.

Storage of Footage

CCTV footage is stored electronically for up to 31 days. If the footage is not used within this period and no request has been made to access it, it will be deleted.

Where footage is required for an ongoing incident investigation or for legal reasons, Scramble Academy Leeds will retain and manage it securely in compliance with GDPR and records management guidelines.

Access to Your Information

To request access to personal data held by Scramble Academy Leeds, including any CCTV footage involving you, please contact:

Email: info@scrambleacademyleeds.com

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