

# CCTV Policy

## 2024-2025

Date: September 2024

Review Date: **September 2025**

Policy Contact: Mr William Yates, Senior Deputy Head

**CCTV Policy**

1. Seaford College has a number of CCTV cameras around the site and in building to help secure the site and building, including boarding houses.
2. Access to the CCTV network is graded across three tiers
  - Tier 1: Headmaster, Deputy Heads, Head of Prep School, Operation Manager – access to CCTV network across the College
  - Tier 2: Directors of Middle School, Sixth Form and Director of Student Development – access to appropriate Common Room areas, locker areas and teaching blocks
  - Tier 3: Heads of Year – access to their Common Room, Houseparents – access to their House.
3. The CCTV network is there as a preventative tool but also to use in the event of an investigation. CCTV is not in place as a tool to monitor day to day life and behaviour and therefore no live CCTV will be watched.
4. In the event of an investigation using CCTV, any interrogation of the CCTV system will be logged. The date, time and reason for interrogating the CCTV system will be recorded, along with the day, date and time of the interrogation itself.
5. CCTV footage will not be released or viewed by anyone outside of the three tiers listed above, except with permission of the Headmaster or Senior Deputy Head (for example an Assistant Head of Year may need to watch footage in the absence of a Head of Year).

