

CCTV POLICY

Approved/reviewed by	
Principal	
Date of review	August 2024
Date of next review	August 2025



This policy is designed to ensure that the Close Circuit Television (CCTV) system utilized at Safa British School operates in accordance with data protection laws in the UAE.

Safa British School aims to guarantee the security and safety of all students, staff, visitors, as well as its property and premises.

The deployment of CCTV at Safa British School serves the following purposes:

- Promoting a safe community and monitoring the safety and security of its premises.
- Assisting in the prevention, investigation, and detection of bullying.
- Aiding in the investigation of breaches of codes of conduct and policies by staff and students, and when relevant, investigating complaints.

Responsibilities:

The School Principal holds overall responsibility for this policy but has delegated day-to-day implementation to the premises and management teams.

All relevant staff members are informed of the policy and have received appropriate training. The Head of Premises (Mr Khaleel Shubair) ensures that the CCTV system, including camera specifications for new installations, complies with UAE law.

System Description:

The CCTV systems installed in and around Safa British School cover entrances, car parks, external areas including courtyards, seating areas and internal areas including playgrounds, computer rooms, rooms with high-value equipment, corridors, and reception areas.

These systems continuously record activities in these areas and store records for a minimum of 30 days.

CCTV cameras are not placed in areas where individuals would expect privacy, such as toilets and changing facilities.

Viewing, downloading and sharing of recorded materials

Downloading and sharing of material may not occur without prior authorization from the principal or Heads of School.

- External Authorities
 - In the event of a serious/critical event, all CCTV resources will be provided to the appropriate authorities.
 - Requests to review CCTV materials will come from
 - School Security Platforms
 - Women and Children's Rights

All requests must be accompanied by official school documentation (CCTV 1a), with a record and signature of the appropriate member of School Security Platforms/Women and Children's Rights.

- Internal School Use
 - Where appropriate, recorded materials can be shared with parents/ guardians/ students in order to assist in the investigation of a school incident.
 - Recorded materials should only be shared, where the footage can be edited to protect the privacy of other members of the community.
 - Footage should be clipped to cover the appropriate incident, and any irrelevant footage should be deleted.
 - All footage will be deleted after usage.

All requests must be accompanied by official school documentation (CCTV 2a), with a record and signature of the appropriate member of staff.

If footage cannot be edited to protect the privacy of other members of the community, this is not to be shared/used.

- STS Bus Travel
 - Where appropriate, recorded materials can be shared with staff/ parents/ guardians/ students in order to assist in the investigation of a school incident.
 - All requests for recorded materials must be submitted (CCTV 3a) in line with the STS policy and guidelines.
 - All footage will be deleted after usage.

If footage cannot be edited to protect the privacy of other members of the community, this is not to be shared/used.



- Parental requests to view recorded materials
 - Where appropriate, recorded materials can be shared with parents/ guardians to assist in the investigation of a school incident.
 - Recorded material should only be shared, where the footage can be edited to protect the privacy of other members of the community.

All requests must be accompanied by official school documentation (CCTV 2a), with a record and signature of the appropriate member of staff.

If footage cannot be edited to protect the privacy of other members of the community, this is not to be shared/used.

Safeguarding of recorded materials

No unauthorized access to the Security Control Room ("the Control Room") is allowed at any time. Access to the Control Room and recorded materials are limited to:

The School Principal The Heads of School The DSLs Key Stage Leaders Head of PE	Control Room Operator Maintenance engineers
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Covert recording will be documented and dealt with as suspected unlawful activity or suspected gross misconduct.



Appendix CCTV 1a

Safa British School
Request to Access Recorded Materials: External Authorities

Request for Information:

School Security Platforms, Dubai Police	
Women and Children's Rights	
Case number:	

Name of person making the request:	
Designation/Position:	
Confirmation of Identity	<input type="radio"/> Photocopy of ID card <input type="radio"/> Written Request

Details of Recorded Material

Date/Estimated time:	
Location:	
Reason for request/ investigation:	
Details of material shared:	
Students Involved	
Signed:	Date:

Safa British School
Request to Access Recorded Materials: Internal

Request for Information:

Staff Member:		Subject Area:	
Timing:		Year group:	
Reason for request:			

Authorisation to access recorded materials

Mrs Harrington	Ms. McGeever	Mr Horwell

Overview of Material

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Can recorded material be edited to protect the privacy of other members of the community?	Y/N
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Material shown to (Please circle)	Students	Parents	Staff members
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Signed	Date
Material deleted	Y/N

	School Transport Services LLC	STS-IT-P-03-F-02
CCTV Access Request Form		

School Transport Services LLC uses Closed Circuit Television (CCTV) systems for the purposes of promoting health and safety of passengers, prevention of unacceptable behaviour, the prosecution of offenders, supporting local authorities and for the objectives set out in STS's Bus CCTV Security Policy.

Name of person making the request:	
Designation:	
School / unit:	
Student Name / ID:	

Details of Video footage to be viewed

Date/Estimated time:	
Location:	
Reason for request:	
I acknowledge that the footage provided will be used within the terms and purposes of the Bus CCTV Security Policy and will not be shared or published. I am aware, in case of non-adherence to the said policy, legal action can be taken against me under Article 21 and 22 of the Federal Decree-Law No. 5 of 2012 on Combating Cybercrimes and Article 378 and 379 of the UAE Penal Code (Federal Law No. 3 of 1987).	
Signed:	Date:

On receipt of your completed form, we will respond to your request promptly, and in no more than 48 hours. If we encounter any difficulties in locating your footage we will keep you informed of our progress.

Request: Approved / Declined (please circle)	
Reason if declined:	
Signed	Date:
Enquiry completed on:	