



CCTV Policy

Madrasah Nour Lancaster — Part of the Lancaster Islamic Community Hub · Registered
Charity No. 1208606
For parents, carers, teachers and volunteers

Version 2.1
Date: October 2026

Our aim: To use CCTV only to help keep children, teachers, volunteers and our premises safe — and to be open with you about what is recorded, who can see it, and how long it is kept. This policy explains how we operate CCTV in line with the UK GDPR, the Data Protection Act 2018 and ICO guidance.

Key contacts

Designated Safeguarding Lead (DSL)

Anas Patel

Head Teacher

Mowlana Nawaz Munshi

Authorised CCTV viewers

Mowlana Nawaz Munshi (Head Teacher), Anas Patel (DSL) and Qasim Munshi (Admin, Madrasah Committee)

Email

info@lancasterisoc.org

1. Why we use CCTV

Madrasah Nour uses CCTV to help keep children, teachers, volunteers and our premises safe. Specifically, it helps us to:

- protect children and deter inappropriate behaviour;
- provide an objective record if a concern, complaint, allegation, incident or accident is raised;
- protect teachers and volunteers from false or mistaken allegations;
- deter and investigate break-ins, damage or other crime on the premises.

CCTV is **not** used to assess teaching, to check attendance or timekeeping, to monitor individual children's behaviour day to day, or for any other purpose. It sits alongside our child protection policy, our Designated Safeguarding Lead and our safer recruitment checks. It does not replace them.

2. Who is responsible, and our legal basis

- **Data controller:** the Lancaster Islamic Community Hub (registered charity number 1208606) is responsible for the CCTV system and its footage under UK data protection law.

- **Lawful basis:** we rely on legitimate interests (UK GDPR Article 6(1)(f)). Our legitimate interests are keeping children, staff and volunteers safe and protecting our premises. We have weighed these against the privacy of the people recorded.
- **Data Protection Impact Assessment (DPIA):** a DPIA is completed and approved by trustees before any camera is switched on. It gives particular consideration to cameras in classrooms. A summary is available on request.
- **Guidance:** this policy draws on the Information Commissioner's Office (ICO) guidance on video surveillance, the Department for Education's guidance for out-of-school settings, and Keeping Children Safe in Education.
- **Installers and maintenance:** any company that installs or maintains the system works only on our instructions under a written data processing agreement, and may access footage only where needed to maintain the system.

3. What is recorded

- Video only. Audio is not recorded.
- Cameras cover entrances, corridors, communal areas and all classrooms.
- Classroom cameras are positioned to show the room as a whole. They are not focused on individual children, their work, or teachers' materials.
- Cameras are angled to avoid private spaces and to record as little as possible outside our premises, such as the street or neighbouring properties.
- There are never cameras in toilets, wudu (ablution) areas, changing areas or any other private space.
- Clear signs at every entrance and in each covered area show that CCTV is in use, that it is operated by Madrasah Noor, why, and who to contact.
- Footage is recorded continuously but is not watched live or reviewed as a matter of routine. No screen showing camera feeds is on display anywhere on the premises.
- Footage can only be viewed on the recorder at the premises or through a secured app on devices used only by the authorised viewers.

4. Who can see the footage, and when

Footage can only be viewed in these situations:

- a safeguarding concern or allegation involving a child, teacher or volunteer;
- a serious incident or accident;
- a formal complaint that cannot be resolved without it;
- a suspected crime on the premises;
- a request from the police, children's social care or the Local Authority Designated Officer (LADO).

Within Madrasah Noor, only the authorised CCTV viewers named in Key contacts may view footage. No one else may view footage, including other teachers, volunteers, trustees, parents or children.

If a concern or allegation involves one of the authorised viewers, that person will not view the footage. It will be viewed by the other authorised viewers. Any allegation about a member of staff or a volunteer is referred to the LADO, as set out in our child protection policy.

Female teachers: if an incident occurs in the presence of a female teacher, she has the right, before the footage is accessed, to ask for a female viewer to be present. If she makes this request, a suitable female viewer will be appointed at that point to view the footage alongside the authorised viewers. This appointment applies to that review only. The appointed viewer follows the same confidentiality rules, and her viewing is recorded in the access log. Where footage is needed urgently to protect a child, it will not be delayed while a female viewer is arranged.

Footage is shared with the police, children's social care or the LADO only where the law requires it or it is necessary to protect a child. Footage is never shown to other parents, children or members of the community, and it is never posted or shared online.

Access log: every viewing and every copy is recorded, showing the date and time; who viewed it; the reason; which camera and time period was reviewed; and whether a copy was made, and who received it. Trustees receive a summary of the access log every year.

5. How long footage is kept and how it is protected

- Footage is stored on an encrypted, password-protected system and deleted automatically after **30 days**.
- If footage is needed for an incident, complaint or police request, that section is saved separately and securely. It is deleted within **six months** of the matter being closed.
- Footage relating to a safeguarding concern or allegation is kept for as long as our child protection records arrangements require, and then securely deleted.
- Copies are made only when necessary, for example to give to the police. Every copy is logged and securely destroyed once it is no longer needed.
- Passwords are held only by the authorised viewers and are changed whenever one of them leaves their role.

6. Your data protection rights

Anyone who appears in footage may ask to see it. This is called a subject access request. Requests are free, and we will respond within one calendar month.

Footage often shows other people who were also recorded. To protect their privacy, we may need to blur or withhold parts of it.

Because we rely on legitimate interests, you also have the right to object to our use of CCTV. We will consider any objection carefully, although we may continue where it is needed to keep children safe.

Requests, questions and concerns: please contact the DSL at info@lancasterisoc.org. If you are unhappy with our response, you can contact the Information Commissioner's Office (ICO) at ico.org.uk.

For parents and carers

What this means for your child

- Your child will not notice any difference in their lessons. Nobody watches the cameras during the day.

- Footage only exists to keep children safe. If your child ever tells you about something that worries you, please tell the DSL straight away. Footage may then be checked.
- You can ask to see this policy, and to ask questions, at any time.

Your questions, answered

Can I see the footage if my child was involved in an incident?

Not routinely. Footage often shows other children, whose privacy we must protect. We will explain what happened and, where the law allows, may share relevant footage or a description. Formal requests can be made under Section 6.

Is my child being recorded during Qur'an lessons or prayer?

Yes, if the lesson or prayer takes place in a classroom or other area covered by cameras. Video is recorded, but audio is not, and classroom cameras show the room as a whole rather than individual children. There are no cameras in toilets, wudu areas or changing areas.

Do I have to agree?

CCTV does not depend on each family's consent, because we use it to keep all children safe. But you do have the right to object (Section 6). We welcome your views at any time. Please raise any concern with the DSL. We will listen and take it into account.

For teachers and volunteers

What this means for you

- CCTV is there to protect you as well as the children. If an allegation is ever made, an objective record can show what did and did not happen.
- Footage is not used to assess your teaching, to check your attendance or timekeeping, or for appraisals or performance management. It is not reviewed unless one of the situations in Section 4 applies.
- Only the authorised people in Section 4 can view footage, and every viewing is logged.
- If an incident occurs in your presence, female teachers may ask for a female viewer to be present before the footage is accessed (see Section 4).
- You will be told before any camera is added, moved or switched on, and can raise questions or objections with the DSL or trustees.

Good practice we expect from everyone

- Where possible, one-to-one conversations with a child, especially sensitive ones, should take place in a visible space, such as with the door open or within sight of other adults. They should never take place out of sight, and cameras do not replace this.
- Do not try to move, cover, disable or tamper with cameras.
- If you have a concern about a child, a colleague or the CCTV system itself, speak to the DSL. If your concern is about the DSL, speak to the Head Teacher. If it is about the Head Teacher, speak to the DSL.
- Do not record lessons, children or colleagues on your own phone or device, and do not share any CCTV footage or screenshots. Breaking this rule is taken seriously. It may lead to disciplinary action or removal from your role and, where appropriate, referral to the LADO or the police.

If an allegation is made about you

You will be told what is alleged and that footage may be reviewed as part of the process. Footage will only be viewed by the authorised people in Section 4, never by anyone the allegation concerns, and may be shared with the LADO. You will be treated fairly and respectfully throughout. Our child protection policy sets out the full procedure.

Review

This policy is reviewed every year, and sooner if the CCTV system changes, an incident raises questions about how it is used, or the law or guidance changes.

Jazākumu Allāhu khayran and thank you for your support.