



CCTV POLICY – IMA KIDS

PURPOSE This policy explains the management, operation, and use of the closed-circuit television (CCTV) system at IMA Kids.

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 IMA Kids maintains an obligation to ensure the academy environment is safe and secure, fulfilling our duty of care to students, staff, and visitors. The CCTV system exists to assist in fulfilling these obligations, as well as to prevent and manage inappropriate behaviour.

CCTV also helps protect the academy's assets against vandalism and theft. It strengthens security by providing continuous surveillance and helps prevent reasonably foreseeable harm on the premises. The presence of CCTV cameras acts as a deterrent for misconduct and reassures parents, students, and visitors of their safety.

This policy outlines how our CCTV system operates.

Use of CCTV Footage In line with these obligations, IMA Kids may use CCTV footage to:

- Prevent and verify incidents involving:
 - Criminal behaviour
 - Staff misconduct
 - Other inappropriate behaviour (including by students, staff, visitors, or members of the public)
- Verify other incidents involving students, staff, and visitors (e.g., injuries, loss, or damage on IMA Kids premises)

- Assist the academy director and/or safeguarding officer in handling emergencies or complaints
- Analyse footage for training and development purposes

CCTV cameras are NOT:

- Hidden or covert
- Located in private areas such as toilets, changing rooms, or staff rooms
- Used to monitor student or staff work performance

Location of CCTV Cameras in Our Academy

- Academy entrance area (covering entrance and toilets area)
- Reception area
- Main training area
- Main training area (covering bag drop area)
- Cage area
- Parking area in front of the entrance
- Fire exit area (outside)

Access to CCTV Footage CCTV footage is only accessed for the purposes outlined in this policy by:

1. The academy director and authorised persons
2. The safeguarding officer
3. Other individuals permitted by law
4. Staff, students, and/or parents involved in specific incidents (viewing only, at the director's discretion)

While footage may be shown to those directly involved in an incident, copies will not be provided. Any formal request for copies of footage must be made to the academy director.

Managing and Securing the CCTV System The academy director (or a nominated person) is responsible for:

- Operating the CCTV system in line with this policy
- Ensuring appropriate camera placement and secure electronic storage of footage
- Maintaining and upgrading cameras as needed

Disclosure of CCTV Footage CCTV footage may only be disclosed externally as described in this policy or as permitted by law.

Storage of Footage CCTV footage is stored electronically for a maximum of 31 days. If the footage is not used for any of the reasons outlined or requested within that period, it will be deleted.

Where footage has been used for incident verification or must be retained for legal reasons, it will be securely stored in line with GDPR and records management requirements.

Access to Information Held About You To access any information held by IMA Kids about you, including CCTV footage, please contact: Email: contactimmortalkids@gmail.com