

Memorandum

To: See circulation below

From: Lucy Lonergan

Number: 0208 424 1036

Date: 20 April 2012

CCTV - FOLLOW UP

A review of CCTV was undertaken at Cannon Lane Junior School as part of the 2010/11 Internal Audit annual plan, which has been developed from a risk assessment and consultation process. A report was issued on 18 October 2011 detailing the findings of the review and the agreed action to address the 6 recommendations made.

A follow up was undertaken to establish if the action agreed to address the recommendations made had been implemented.

It was established that the action agreed to address 3 of the 6 recommendations has been fully implemented and evidence was obtained to support this. It was identified that 1 of the remaining 3 agreed actions has been partially implemented. This relates to the updated CCTV policy which does not contain the retention period of images which was suggested by Internal Audit. Two recommendations are in the process of implementation. These relate to training being undertaken by staff once the CCTV policy has been approved and the school appointing an external service provider to carry out annual maintenance work on the CCTV system.

One of the implemented recommendations relates to the school having adequate signs showing that the CCTV system is in operation, although the school have complied with this recommendation the sign should also contain the contact details for whom is responsible should there be any queries in relation to the CCTV.

The report issued on the 18 October 2011 was an **Amber/Green** report with 62% of expected controls operating effectively, 15% partially operating, 15% substantially operating and a further 8% not in place.

Follow up has established that it is now a **green** report with 89% of the controls operating (it has been assumed that the controls that were originally operating are still operating effectively during follow up and these have not been re-tested).

The level of implementation made to date is acceptable.

Risk Ranking	Implemented	Part Implemented / In Progress	Planned	Not Implemented / Planned
H	1	1		
M	1	1		
L	1	1		

Lucy Lonergan
Internal Audit

Circulation: Richard Johnson – Headteacher
Teresa Jones – Chair of Governors
Catherine Doran - Corporate Director – Children’s Services
Adrian Parker - Head of Service – Achievement and Inclusion

Internal Audit