

CCTV SYSTEMS

Guidance note

from the Diocesan Advisory Committee for the Care of Churches
2016

The DAC appreciates that CCTV systems are sometimes regarded as necessary by PCCs. This is usually due to security concerns, but they may be installed to help the organist see what is going on in the body of the church, or to show new bell ringers the working of the bells. Security systems are the more complex because they must include video recording equipment. They also require regular maintenance and monitoring and are only of any use if they are part of an overall package of security measures. It is also important that any installation is as unobtrusive as possible and aesthetically acceptable. What this means in each church will be different and every case is assessed on its merits.

Before approaching contractors or seeking advice from the DAC, the PCC should make a clear audit of what the system is meant to achieve, how many cameras and monitors are needed, what security arrangements will be made for the equipment itself and whether it will be practical and easy to use. It may be useful to talk to other parishes which have installed CCTV systems to hear their experiences – the Church Buildings Office can provide contact details for you.

ISSUES FOR THE PCC TO CONSIDER

- What is the point of CCTV in the building?
- If there are security issues, how will a camera recording some activity in some parts of the building, help?
- Who will be responsible for monitoring what is recorded?
- Who will be responsible for day to day management i.e. changing tapes/discs, labelling recordings etc?
- Will the recordings be of high enough quality to provide clear identification of individuals or admissible as evidence against them in a court case?
- Will the equipment be obtrusive or aesthetically unacceptable?
- Will the cameras themselves be a target for vandalism?
- Have all other alternative means of achieving security been considered e.g. removal of valuable items, regular visits to the church building, local 'Churchwatch' scheme or increased use of the building?

- If there is a specific problem, such as smoking or drug abuse in a particular area, such as a church porch, has the use of well-designed gates on the outside of the porch been considered?
- What do the local police and the church's insurance consultant have to say about the value of CCTV in church buildings?
- What are the pastoral implications of CCTV on those who use the building quite legitimately?

INFORMATION WHICH WILL BE REQUIRED BY THE DAC WITH AN APPLICATION FOR CCTV

- A Statement of Significance (if the church is listed) and a Statement of Needs in all cases, explaining why the PCC wishes to install CCTV, and what alternative options have been explored.
- An illustrated plan of the church showing: where the new fittings/equipment are to be positioned, wiring routes, and where any alteration needs to be made to the fabric as part of the works. For wiring, details of the colour, method of fixing and type of cable to be used should be provided.
- Specification or quotation giving full details of the equipment, and how it is to be installed. Quotes for electrical work should be from 'full scope' NICEIC, ECA or NAPIT registered contractors.
- Catalogue illustrations of cameras, monitors or other equipment to be installed, together with details of size, colour and method of fixing.
- Photographs (digital or prints) of the area(s) of the church where the equipment is to be installed, marked as appropriate.
- If it is possible for the new fitting to be held in place (or a piece of card or paper of the same size of the fitting to be temporarily placed in the location), and a photograph taken, this gives the DAC and Chancellor a really good idea of what the visual impact of the proposals will be.
- Confirmation that the church's architect/surveyor is content with the proposals (if they have not prepared the specification).

If you have any queries, contact:

Church Buildings Office, The Old Deanery, The Cloisters, Exeter EX1 1HS (01392 294945)
 dac@exeter.anglican.org; or consult the diocesan website:

<http://exeter.anglican.org/resources/church-buildings/>