

**Addendum to the Use of CCTV Procedure** 

## Stoke Damerel Community College School Addendum to the Use of CCTV Procedure

This addendum sets out the school specific elements required by the school to comply with the GLT Data Protection Policy and GLT CCTV Use Procedure.

This addendum will be regularly reviewed and was last reviewed on 19th January 2023 by the Headteacher.

# Named member of staff with responsibility for managing the CCTV system

- Rob Bromidge
- Adam Church
- Bev Findlay

## Other members of staff with explicit permission to view CCTV images

- Anita Frier
- Simon Kelly
- Craig Follett
- John Paul Postlethwaite
- Richard Smith
- Heads of Year
- Senior Leadership Team

### **School Data Protection Lead**

Bev Findlay/Rob Bromidge

#### **System Provider**

This system is provided by SDCC IT department and operates wired.

# **Periods of Operation**

The CCTV system is designed to be in operation 24 hours each day, every day of the year, though the school does not guarantee that it will be working during these hours. Signage is in place alerting site users that CCTV is in operation.

#### Length of time Images will be routinely stored

14 days

# Location and type of camera

Camera Type	Location	Sound	Recording	Swivel/Fixed
		Y/N	Y/N	S/F
Internal	Street	N	Y	F
Internal	Outside PG2 top of Stairs	N	Y	F
Internal	FT4 Gym	N	Υ	F
External	Outside SC6	N	Υ	F
Internal	Humanities Corridor	N	Υ	F

Internal	Drama Corridor	N	Υ	F
Internal	Humanities Stairs 1st Floor	N	Υ	F
Internal	Humanities Toilets	N	Υ	F
Internal	Exit Kitchen Corridor	N	Y	F
Internal	Sports Reception	N	Y	F
Internal	Support Rear Exit	N	Y	F
Internal	Drama Corridor	N	Y	F
Internal	Humanities Stairs Bottom	N	Y	F
External	Outside CT3	N	Y	F
External	Outside SC4	N	Y	F
Internal	Science toilets	N	Y	F
External	FT1	N	Y	F
External	Outside SU1	N	Y	F
Internal	Street Middle	N	Y	F
External	Front Right	N	Y	F
Internal	Reception Area	N	Y	F
Internal	Humanities Corridor Exit	N	Y	F
Internal	Outside MU1 corridor	N	Y	F
External	Front Left	N	Y	F
				F
Internal	Outside SMT Offices Left	N	Y	F
Internal	Maths Resources Corridor	N	Y	F
Internal	Humanities Toilets	N	Y	F
Internal	Changing Rooms Corridor	N	Y	F
Internal	Support Entrance	N	Y	F
Internal	Reception Entrance	N	Y	F
Internal	Street Lower	N	Υ	F
External	Outside EN8	N	Υ	F
Internal	Street Lower	N	Y	F
External	Reception Left	N	Y	F
Internal	YR11 Comm Room	N	Y	F
Internal	Science Corridor	N	Υ	1

External	Reception Right	N	Υ	F
Internal	Street to Canteen	N	Υ	F
Internal	Street Upper	N	Υ	F
Internal	DA1 Dance Studio	N	Υ	F
External	Reception Entrance	N	Υ	F
Internal	Maths Stairs Top	N	Υ	F
Internal	Humanities Corridor 1st Floor	N	Υ	F
Internal	Year 11 Toilets	N	Υ	F
Internal	Humanities Exit to Street	N	Y	F
Internal	Outside SMT Offices Right	N	Y	F
Internal	Maths Corridor outside MA9	N	Υ	F
Internal	Kitchen Corridor	N	Υ	F
Internal	Maths Corridor outside MA9	N	Y	F
External	Outside SC10 upper car park	N	Υ	F
Internal	Science Corridor	N	Υ	F
External	Science Exit	N	Υ	F
External	Outside MA12 Rear Sports	N	Υ	F
Internal	Reception Desk	N	Υ	F
Internal	YR11 Comm Room	N	Υ	F
External	Outside SC2 Playground 1	N	Υ	F
Internal	English Stairs Bottom	N	Υ	F
Internal	Outside Mainhall Sports Corridor	N	Y	F
External	Outside SC4	N	Y	F
External	Outside EN2	N	Y	F
Internal	Science Corridor Outside SC10	N	Y	F
Internal	Support Base	N	Y	F
Internal	SMT Waiting Room	N	Y	F
Internal	Sports Hall	N	Y	F
Internal	Sports 1st Floor Stairs	N	Y	F
Internal	Bridge	N	Y	F
Internal	Exams Stairs	N	Y	F

			F
Corridor Outside DR1	N	Υ	
Fitness Suite 1	N	Υ	F
YR11 corridor	N	Υ	F
Street Lower	N	Υ	F
FT2 Fitness Suite	N	Υ	F
Outside MU1 Playground 2	N	Υ	F
Outside DR2 Sports Playground	N	Υ	F
Shared Service Corridor	N	Υ	F
Outside EN2 Rear Sports Left	N	Υ	F
Outside EN2 Rear Sports Right	N	Υ	F
KS3 Canteen Servery	N	Υ	F
English Exit	N	Υ	F
English Corridor	N	Υ	F
KS3 Canteen Seating	N	Υ	F
KS3 Canteen Seating	N	Υ	F
CT1 and CT2 Corridor	N	Υ	F
Outside HU 7	N	Υ	F
English Corridor	N	Υ	F
Humanities Corridor Outside HU6	N	Υ	F
Humanities Corridor	N	Υ	F
Outside FT3 Pedestrian Path	N	Υ	F
English Corridor Stairs Bottom	N	Υ	F
Rear Sports Playground	N	Υ	F
Outside HU6 Play Ground 3	N	Υ	F
Street Top	N	Υ	F
Stairs 1st Floor	N	Υ	F
Science Outside SC12 Stairs Top	N	Υ	F
YR11 Comm Room	N	Υ	F
Sports 3	N	Υ	F
Humanities Corridor 1st Floor	N	Υ	F
Science Corridor	N	Υ	F
	Fitness Suite 1 YR11 corridor Street Lower FT2 Fitness Suite Outside MU1 Playground 2 Outside DR2 Sports Playground Shared Service Corridor Outside EN2 Rear Sports Left Outside EN2 Rear Sports Right KS3 Canteen Servery English Exit English Corridor KS3 Canteen Seating KS3 Canteen Seating CT1 and CT2 Corridor Outside HU 7 English Corridor Humanities Corridor Outside HU6 Humanities Corridor Outside FT3 Pedestrian Path English Corridor Stairs Bottom Rear Sports Playground Outside HU6 Play Ground 3 Street Top Stairs 1st Floor Science Outside SC12 Stairs Top YR11 Comm Room Sports 3 Humanities Corridor 1st Floor	Fitness Suite 1  YR11 corridor  Street Lower  N  FT2 Fitness Suite  Outside MU1 Playground 2  Outside DR2 Sports Playground  Shared Service Corridor  Outside EN2 Rear Sports Left  Outside EN2 Rear Sports Right  KS3 Canteen Servery  English Exit  English Corridor  N  KS3 Canteen Seating  KS3 Canteen Seating  N  KS3 Canteen Seating  N  CT1 and CT2 Corridor  Outside HU 7  English Corridor  N  Humanities Corridor Outside HU6  Humanities Corridor  Outside FT3 Pedestrian Path  English Corridor Stairs Bottom  Rear Sports Playground  N  Outside HU6 Play Ground 3  Street Top  N  Stairs 1st Floor  N  N  Humanities Corridor Ist Floor  N  Humanities Corridor N  N  Sports 3  N  Humanities Corridor 1st Floor  N	Fitness Suite 1 N Y YR11 corridor N Y Street Lower N Y Street Lower N Y FT2 Fitness Suite N Y Outside MU1 Playground 2 N Y Outside DR2 Sports Playground N Y Shared Service Corridor N Y Outside EN2 Rear Sports Left N Y Outside EN2 Rear Sports Right N Y English Exit N Y English Corridor N Y KS3 Canteen Seating N Y KS3 Canteen Seating N Y CT1 and CT2 Corridor N Y English Corridor N Y English Corridor N Y Cutside HU 7 N Y English Corridor N Y English Corridor N Y Outside HU 7 N Y English Corridor N Y Stairs 1st Floor N Y Science Outside SC12 Stairs Top N Y Sports 3 N Y Sports 3 N Y Humanities Corridor 1st Floor N Y Sports 3 N Y Street Top N Y Sports 3 N Y Humanities Corridor 1st Floor N Y

				F
Internal	FT4 Stairs 1st Floor	N	Υ	
Internal	Corridor Student Toilets	N	Υ	F
Internal	SixthForm Stairs Bottom	N	Y	F
External	Outside YR11 Pedestrian Path	N	Y	F
Internal	Street Middle	N	Y	F
External	Outside CI3	N	Y	F
				F
External	Outside HU7 Playground 4	N	Y	F
External	Outside Yr11	N	Y	
External	SMHC outside court area	N	Υ	F
Internal	Street to Student Services	N	Y	F
External	Changing Rooms Pedestrian path	N	Υ	F
Internal	Outside FN2	N	Y	F
External	Sports Playground	N	Y	F
				F
Internal	Sports Office	N	Y	F
Internal	Main Hall	N	Υ	
Internal	Outside MS1 top of Stairs	N	Y	F
Internal	Guest Seating area	N	Υ	F
External	Behind site hut	N	Y	F
External	Site Hut Entrance	N	Υ	F
External	Car Park Top	N	Υ	F
				F
External	Car park Bottom	N	Y	F
External	Car Park Top	N	Υ	
Internal	Recovery Reception	N	Υ	F