



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	Y	F
External	Outside SC6	N	Y	F
Internal	Humanities Corridor	N	Y	F

Internal	Drama Corridor	N	Y	F
Internal	Humanities Stairs 1st Floor	N	Y	F
Internal	Humanities Toilets	N	Y	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
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	Y	F
External	Outside EN8	N	Y	F
Internal	Street Lower	N	Y	F
External	Reception Left	N	Y	F
Internal	YR11 Comm Room	N	Y	F
Internal	Science Corridor	N	Y	F

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

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

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