



JOHN MADEJSKI
ACADEMY

John Madejski Academy

Addendum to the Use of CCTV Procedure

John Madejski Academy is part of the Greenshaw Learning Trust.
The Greenshaw Learning Trust is a charitable company limited by guarantee registered in England and Wales, company number 7633694, registered at Greenshaw Learning Trust, Grennell Road, Sutton, Surrey, SM1 3DY.

The Greenshaw Learning Trust CCTV Use Procedure can be found in the Trust Policies area of their Document Zone: <https://www.greenshawlearningtrust.co.uk/trust-policies>

The John Madejski Academy 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 01/01/2025 the Headteacher.

Job Title with responsibility for managing the CCTV system

- IT Technician/IT Manager

Other members of staff with explicit permission to view CCTV images

- Site Manager- Live and Archive Access
- Assistant Site Manager - Live and Archive Access
- HOYs- Archive access to All Cameras
- SLT - Archive access to All Cameras
- IT Technician/ Manager - Administrator Access
- Reception Staff – View Live Access to Reception Cameras (SPOD)
- Security Guard- Out of Hours Live access
- Sixth Form Administrator- Live Access to Sixth Form Cameras (SPOD)
- IT Apprentice – Live and Archive Access

System Provider

This system is provided by Ubiquiti and operates with wired cameras.

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

30 days.

Location and type of camera

CAMERA TYPE LOCATION SOUND RECORDING CAPACITY SWIVEL/FIXED

| Camera Type | Location | Sound | Recording Capacity | Swivel / Fixed |
|------------------|--------------------------------------|-------|--------------------|----------------|
| IP Dome Camera | APOD 1 st Floor Fire Exit | No | Yes | Fixed |
| IP Dome Camera | APOD A3 | No | Yes | Fixed |
| IP Dome Camera | APOD A4 | No | Yes | Fixed |
| IP Dome Camera | APOD Doors | No | Yes | Fixed |
| IP Dome Camera | APOD Ground Floor Atrium | No | Yes | Fixed |
| IP Dome Camera | APOD Ground Floor Fire Exit | No | Yes | Fixed |
| IP Dome Camera | BPOD First Floor Fire Exit | No | Yes | Fixed |
| IP Dome Camera | BPOD B15 | No | Yes | Fixed |
| IP Dome Camera | BPOD B6 | No | Yes | Fixed |
| IP Dome Camera | BPOD Door | No | Yes | Fixed |
| IP Dome Camera | BPOD Ground Floor Atrium | No | Yes | Fixed |
| IP Bullet Camera | BPOD Outside Canteen | No | Yes | Fixed |
| IP Dome Camera | BPOD Toilet Door | No | Yes | Fixed |
| IP Dome Camera | CPOD C6 | No | Yes | Fixed |

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|------------------|--|-----|-----|-------|
| IP Dome Camera | Main Building English Corridor | No | Yes | Fixed |
| IP Dome Camera | CPOD Doors | No | Yes | Fixed |
| IP Dome Camera | CPOD First Floor Fire Exit | No | Yes | Fixed |
| IP Dome Camera | CPOD Ground Floor Atrium | No | Yes | Fixed |
| IP Dome Camera | DPOD 1 st Floor Atrium | No | Yes | Fixed |
| IP Dome Camera | DPOD Doors | No | Yes | Fixed |
| IP Dome Camera | DPOD 1 st Floor Fire Exit | No | Yes | Fixed |
| IP Dome Camera | DPOD Ground Floor Atrium | No | Yes | Fixed |
| IP Dome Camera | DPOD Ground Floor Fire Exit | No | Yes | Fixed |
| IP Dome Camera | EPOD Agora Outside | No | Yes | Fixed |
| IP Dome Camera | EPOD Front entrance Car Park | Yes | Yes | Fixed |
| IP Dome Camera | EPOD Front Entrance Side Gate | Yes | Yes | Fixed |
| IP Dome Camera | EPOD Main Hall | No | Yes | Fixed |
| IP Dome Camera | EPOD Medical Room | No | Yes | Fixed |
| IP Dome Camera | EPOD Reception Corridor | No | Yes | Fixed |
| IP Dome Camera | EPOD Reception Front Door | Yes | Yes | Fixed |
| IP Dome Camera | EPOD Reception Side Door | Yes | Yes | Fixed |
| IP Dome Camera | EPOD Back Corridor | No | Yes | Fixed |
| IP Dome Camera | GPOD Astro | No | Yes | Fixed |
| IP Bullet Camera | GPOD Grass to Back of BPOD | No | Yes | Fixed |
| IP Dome Camera | GPOD Sports Hall | No | Yes | Fixed |
| IP Bullet Camera | GPOD Sports Hall Car Park | No | Yes | Fixed |
| IP Dome Camera | GPOD Hall Far Door | No | Yes | Fixed |
| IP Dome Camera | GPOD Sports Hall Gym | No | Yes | Fixed |
| IP Dome Camera | SPOD 1 st Floor Corridor | No | Yes | Fixed |
| IP Dome Camera | SPOD 1 st Floor Outside Kitchen | No | Yes | Fixed |

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|----------------|-------------------------------|----|-----|-------|
| IP Dome Camera | SPOD 2 nd Entrance | No | Yes | Fixed |
| IP Dome Camera | SPOD Back Stairwell | No | Yes | Fixed |
| IP Dome Camera | SPOD Front Stairwell | No | Yes | Fixed |
| IP Dome Camera | SPOD Dance Studio | No | Yes | Fixed |
| IP Dome Camera | SPOD Foyer | No | Yes | Fixed |
| IP Dome Camera | SPOD Ground Floor Corridor | No | Yes | Fixed |
| IP Dome Camera | SPOD GYM | No | Yes | Fixed |
| IP Dome Camera | SPOD Hall | No | Yes | Fixed |
| IP Dome Camera | SPOD Reception | No | Yes | Fixed |
| IP Dome Camera | SPOD S28 | No | Yes | Fixed |
| IP Dome Camera | SPOD Carpark Gate | No | Yes | Fixed |
| IP Dome Camera | SPOD Car Park | No | Yes | Fixed |
| IP Dome Camera | APOD Upstairs | No | Yes | Fixed |
| IP Dome Camera | BPOD upstairs | No | Yes | Fixed |
| IP Dome Camera | GPOD Upstairs | No | Yes | Fixed |
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Policy Approval Date: [01/01/25]

Next Review Date: [01/01/26]

Approved by: [The Head Teacher & IT Lead]