



Community College

Stoke Damerel
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Addendum to the Use of CCTV Procedure

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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 5th March 2025 by the Headteacher.

Named member of staff with responsibility for managing the CCTV system

- Rob Bromidge

Other members of staff with explicit permission to view CCTV images

- Anita Frier
- Matt Oakes
- Karen Merricks
- Simon Kelly
- Adam Church
- John Paul Postlethwaite
- Heads of Year
- Senior Leadership Team

School Data Protection Lead

- Bev Findlay
- Rob Bromidge
- Kayleigh King

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

28 days

Location and type of camera

Location	Type	Audio Record	Video Record	Swivel /Fixed
KS4 Canteen Front Seating (towards the street)	Internal	N	Y	F
KS4 Canteen Side Seating (upper)	Internal	N	Y	F
KS4 Canteen Rear Benching (towards SMHC)	Internal	N	Y	F
KS4 Canteen Front Seating (towards Y11)	Internal	N	Y	F
KS4 Canteen Tills	Internal	N	Y	F
KS4 Canteen Rear Benching (towards exit)	Internal	N	Y	F
KS3 Canteen Seating and Classrooms	Internal	N	Y	F
KS3 Canteen Kitchen and Seating (towards the street)	Internal	N	Y	F
KS4 Canteen Rear Benching (towards tills)	Internal	N	Y	F
KS4 Canteen Side Seating (lower)	Internal	N	Y	F
KS3 Canteen Kitchen and Seating (towards Computing)	Internal	N	Y	F
English / Drama Corridor (outside PE1)	Internal	N	Y	F
Drama Corridor with lockers (outside DR2)	Internal	N	Y	F
Music / Main hall corridor (outside MU2)	Internal	N	Y	F
Drama Corridor towards PE (outside Drama Office)	Internal	N	Y	F
Main Hall	Internal	N	Y	F
EBACC toilets (outside EB6/7)	Internal	N	Y	F
EBACC corridor (outside EB1)	Internal	N	Y	F
EBACC corridor (outside cleaning cupboard)	Internal	N	Y	F
EBACC toilets (outside EB9)	Internal	N	Y	F
EBACC corridor (outside EB12)	Internal	N	Y	F
EBACC corridor (outside EB8)	Internal	N	Y	F
EBACC GF stairs (outside EB7)	Internal	N	Y	F
EBACC corridor (outside EB3)	Internal	N	Y	F

EBACC corridor to Street (outside Cleaning Office)	Internal	N	Y	F
EBACC corridor towards playground (outside Y7 HoY)	Internal	N	Y	F
EBACC FF stairs (outside EB5)	Internal	N	Y	F
EBACC FF stairs (outside MA11)	Internal	N	Y	F
EBACC Annexe (outside EB13)	Internal	N	Y	F
English Exit to Playground (outside	Internal	N	Y	F
English / PE / Maths GF stairs	Internal	N	Y	F
English Corridor (outside English Offices)	Internal	N	Y	F
English Corridor (outside EN2)	Internal	N	Y	F
English / Maths / Street GF stairs	Internal	N	Y	F
English EN11/EN12	Internal	N	Y	F
Main Entrance / Front Gate (towards the road)	External	N	Y	F
Rear Playground Snack Shack (towards Science)	External	N	Y	F
Rear Playground Benching (towards KS3 Canteen)	External	N	Y	F
Rear Playground on Science Block (towards KS3 Canteen)	External	N	Y	F
Rear Playground (towards Support)	External	N	Y	F
Rear Garden (behind Sixth Form)	External	N	Y	F
Rear Pathway (towards MUGA)	External	N	Y	F
Rear Carpark Upper (overlooking field)	External	N	Y	F
Rear Carpark Lower / Tennis Courts	External	N	Y	F
Rear Carpark Upper / Electric Charging point	External	N	Y	F
Rear Carpark Upper (towards Science)	External	N	Y	F
Site Hut Rear Store	External	N	Y	F
Computing / Support Walkway (towards Support)	External	N	Y	F
Support Garden \ Decking	External	N	Y	F
SMHC side wall	External	N	Y	F

Main Entrance / Front Gate (towards front carpark)	External	N	Y	F
Rear Sports Car Park	External	N	Y	F
MUGA	External	N	Y	F
School Field / Rear Path	External	N	Y	F
SMHC Courtyard	External	N	Y	F
Rear Car Park (towards exit)	External	N	Y	F
Rear Playground towards the bridge	External	N	Y	F
PE playground	External	N	Y	F
PE side gate/alleyway	External	N	Y	F
PE Store / SDCC side/alleyway	External	N	Y	F
SMHC Courtyard / Side Gate	External	N	Y	F
SDCC alleyway / Side path	External	N	Y	F
Rear entrance to English	External	N	Y	F
Rear playground from Science	External	N	Y	F
SMHC Side Gate / Boiler Room	External	N	Y	F
Top car park from Science	External	N	Y	F
PE playground towards Muga	External	N	Y	F
PE Playground / Side Gate / Parking area	External	N	Y	F
Science lower entrance	External	N	Y	F
AP courtyard	External	N	Y	F
Support Garden \ Side	External	N	Y	F
Maths First Floor Stairway to English \ MA10 \ EN10	Internal	N	Y	F
Maths First Floor corridor / towards MA11	Internal	N	Y	F
Maths First Floor corridor / towards Science	Internal	N	Y	F
Maths corridor towards staff office.	Internal	N	Y	F
Art / Photography Stairwell	Internal	N	Y	F
Media Stairwell	Internal	N	Y	F

Exams / Sportshall Entrance	Internal	N	Y	F
Sports Hall Entrance / PE lockers	Internal	N	Y	F
SDCC Gym toward windows	Internal	N	Y	F
SDCC Gym towards Yr11	Internal	N	Y	F
SDCC Gym	Internal	N	Y	F
Fitness Suite	Internal	N	Y	F
PA1	Internal	N	Y	F
PE lift/first-floor stairwell	Internal	N	Y	F
Old Gym Entrance stairwell	Internal	N	Y	F
Sports Hall	Internal	N	Y	F
PE Office	Internal	N	Y	F
PE Changing Rooms / Boys and Adults	Internal	N	Y	F
PE Changing Rooms / Girls / Lift Ground Floor	Internal	N	Y	F
PE Outside PA1	Internal	N	Y	F
Old Gym	Internal	N	Y	F
PE toilets	Internal	N	Y	F
SDCC Reception Front Entrance / Canopy	Internal	N	Y	F
SDCC Reception seating area from reception	Internal	N	Y	F
SDCC Reception seating area towards the reception	Internal	N	Y	F
SDCC Reception	Internal	N	Y	F
SDCC Rear of reception	Internal	N	Y	F
IS Provision Room	Internal	N	Y	F
Recovery 1 Classroom	Internal	N	Y	F
Recovery Reception	Internal	N	Y	F
Recovery 2 Classroom	Internal	N	Y	F
Recovery Glass Office / Tutor Room	Internal	N	Y	F
Science First Floor corridor towards Maths	Internal	N	Y	F

Science Ground Floor Entrance next to Lift	Internal	N	Y	F
Science First Floor stairwell	Internal	N	Y	F
Science Toilets First Floor	Internal	N	Y	F
Science Ground Floor Entrance towards English	Internal	N	Y	F
Science Ground Floor Corridor toward stairs	Internal	N	Y	F
6th Form Entrance Stairs	Internal	N	Y	F
Science / Maths Bridge	Internal	N	Y	F
Computing Entrance	Internal	N	Y	F
SMT waiting area	Internal	N	Y	F
Corridor from SMT to Resources	Internal	N	Y	F
Corridor from SMT to lockers	Internal	N	Y	F
Server Room	Internal	N	Y	F
PE toilets towards Exams	Internal	N	Y	F
Outside Sam Rogers Office / Canteen Exit	Internal	N	Y	F
Year 11 Corridor / Year 10 Office	Internal	N	Y	F
Year 11 Common Room	Internal	N	Y	F
GLT corridor	Internal	N	Y	F
Support Corridor towards the rear	Internal	N	Y	F
Support Entrance	Internal	N	Y	F
Support Classroom	Internal	N	Y	F
Street Top Towards Student Reception from glass doors	Internal	N	Y	F
Street Top Towards EBACC corridor from glass doors	Internal	N	Y	F
Street Middle Towards English \ EBACC entrance	Internal	N	Y	F
Street Middle Towards Library \ English	Internal	N	Y	F
Street Lower Towards EBACC entrance	Internal	N	Y	F
Street Lower towards Library \ Boardroom	Internal	N	Y	F

Street Top Toilets \ Year 8 Office \ Canteen Office	Internal	N	Y	F
Street Middle towards Student Reception	Internal	N	Y	F
Street Lower \ English Entrance	Internal	N	Y	F
Street Middle towards Student Reception \ Glass Doors	Internal	N	Y	F
Street Upper outside Main Hall \ Staff Room stairs	Internal	N	Y	F

Our school operates CCTV, as detailed above, in toilet areas.

We have taken steps to review our justification through a Data Protection Impact Assessment with our Data Controller.

For clarity purposes, the positioning of the CCTV is in the open areas only, ensuring that the view of the CCTV camera does not capture the cubicles or urinals.