



Orchard Park High School

Addendum to the Use of CCTV Procedure

Orchard Park High School is part of the Greenshaw Learning Trust.
The Greenshaw Learning Trust is a charitable company limited by guarantee registered in England and Wales,
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4AF.



OPHS School Appendix to the Use of CCTV Procedure

Appendix

Orchard Park High 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 (both available through the [GLT website](#))

This addendum will be regularly reviewed and was last reviewed in June 2024 by the Headteacher.

Named member of staff with responsibility for managing the CCTV system

- Mr L Croucher - IT Manager
- Mr C Anthony - Site Manager

Other members of staff with explicit permission to view CCTV images

- Members of SLT, HOY and safeguarding team

School Data Protection Lead

- Mr T Milton

System Provider

Our CCTV system is provided by Lessonbox Limited and operates wired.

Periods of Operation

The CCTV system is designed to be in operation for 24 hours 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 (Y/N)	SWIVEL / FIXED
Hikvision	Year 11 playground	No	Fixed
Hikvision	Front of The Star	No	Fixed
Hikvision	English Hallway	No	Fixed
Hikvision	SSC Hallway	No	Fixed

Hikvision	Back of DT	No	Fixed
Hikvision	Back of Art	No	Fixed
Hikvision	Top of Art	No	Fixed
Hikvision	Top of Music Fire Exit	No	Fixed
Hikvision	Canteen	No	Fixed
Hikvision	L1 Stairs	No	Fixed
Hikvision	Outside DT Area	No	Fixed
Hikvision	Back of LDC	No	Fixed
Hikvision	PE / Drama Hall	No	Fixed
Hikvision	SSC Corridor	No	Fixed
Hikvision	IT1 Corridor	No	Fixed
Sanyo	PE Stairway	No	Fixed
Sanyo	Canteen Hallway	No	Fixed
Sanyo	Music Fire Exit	No	Fixed
Sanyo	Outside Site Office	No	Fixed
Sanyo	Reception	No	Fixed
Sanyo	Front Carpark	No	Fixed

Sanyo	Front Driveway	No	Fixed
Sanyo	Tennis Court Alley	No	Fixed
Sanyo	Lower Science	No	Fixed
Sanyo	Outside V Ongley Office	No	Fixed
Sanyo	Outside S4	No	Fixed
Sanyo	Tennis Court Exit	No	Fixed
Sanyo	ICT Area	No	Fixed
Sanyo	Music Corridor	No	Fixed
Sanyo	PE Office Corridor	No	Fixed
Sanyo	Safeguarding Corridor	No	Fixed
Sanyo	Languages Hallway	No	Fixed
Sanyo	Lower Art	No	Fixed
Sanyo	Year 10 Playground	No	Fixed
Sanyo	E9 Corridor	No	Fixed
Sanyo	Outside L1	No	Fixed
Sanyo	Maths Corridor	No	Fixed
Sanyo	DT Fire Exit	No	Fixed

Sanyo	DT Fire Exit Top of Stairs	No	Fixed
Sanyo	S5 Corridor	No	Fixed
Sanyo	S7 Corridor	No	Fixed
Sanyo	Science Offices	No	Fixed
Sanyo	Back of The Star	No	Fixed
Sanyo	Library Corridor	No	Fixed
Sanyo	DT Exit	No	Fixed
Hikvision	Year 7 Playground Side	No	Fixed
Samsung	Barrier	No	Fixed
Samsung	Front Ped Gate	No	Fixed
Samsung	Front of School	No	Fixed
Samsung	Front Gate	No	Fixed
Samsung	AP Entrance	No	Fixed
Hikvision	Year 8 Playground	No	Fixed
Hikvision	Year 7 Playground	No	Fixed