



GLOUCESTER
ACADEMY

Gloucester Academy

Addendum to the Use of CCTV Procedure

Gloucester 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, ORU Sutton, Throwley Way, Sutton, SM1 4AF.

Appendix

Gloucester 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 (both available through the [GLT website](#))

This addendum will be regularly reviewed and was last reviewed on March 2025 by the Headteacher.

Named member of staff with responsibility for managing the CCTV system

- IT Services (Nathan Emery & James Williams) & Site Team (Paul Fowler)

Other members of staff with explicit permission to view CCTV images

- Phillipa Lewis - Headteacher
- Phil Fowkes - Deputy Headteacher
- Will Meldrum - Deputy Headteacher
- Tina Middleton - DSL

School Data Protection Lead

- Yvonne Lloyd

System Provider

Our CCTV system is provided by MJ SECURITY and operates wired

Periods of Operation 24 hours/365 days a 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

CAMERA TYPE	LOCATION	SOUND RECORDING CAPACITY (Y/N)	SWIVEL / FIXED
	B block facing KS3 playground/line-up (Outside)	N	SWIVEL
	Heartspace facing KS3 eating area/dinner queue (Inside)	N	SWIVEL
	Rear building entrance/kitchen entrance (Outside)	N	SWIVEL
	Heartspace facing KS4 eating area (Inside)	N	SWIVEL

	Corner of B block facing rear side of the building/sitting area (Outside)	N	SWIVEL
	Upstairs corridor facing IT office/D block (Inside)	N	SWIVEL
	Facing RFL corridor (Inside)	N	SWIVEL
	Corner of Sports facing KS4 playground (Outside)	N	SWIVEL
	Rear of Sports/Sports gate entrance (Outside)	N	SWIVEL
	Sports centre main entrance (Outside)	N	SWIVEL
	Sports homezone (Inside)	N	SWIVEL
	Rear vehicle entrance gate (Outside)	N	SWIVEL
	C Wing 1st Floor (Inside)	N	FIXED
	C Wing Ground Floor (Inside)	N	FIXED
	D Wing 1st Floor (Inside)	N	FIXED
	D Wing Ground Floor (Inside)	N	FIXED
	B Wing 1st Floor (Inside)	N	FIXED
	B Wing Ground Floor (Inside)	N	FIXED
	A Wing 1st Floor (Inside)	N	FIXED
	A Wing Ground Floor (Inside)	N	FIXED
	Student Kitchen (Inside)	N	SWIVEL
	Rear of Sports/Sports Gate (Outside)	N	SWIVEL
	Dining A+B End of Heartspace (Inside)	N	SWIVEL
	Dining C+D End of Heartspace (Inside)	N	SWIVEL

	1st Floor Corridor Towards C Stairs (Inside)	N	FIXED
	1st Floor Corridor Towards B Stairs (Inside)	N	FIXED
	Main entrance plaza (Outside)	N	FIXED
	Sports Changing Room Corridor (Inside)	N	FIXED
	HoY Office (Inside)	N	SWIVEL
	RFL Main Room Front Facing (Inside)	N	SWIVEL
	Reception Entry Door (Inside)	N	FIXED
	Reception Front Desk/Lift (Inside)	N	FIXED
	C and D entrances from KS4 playground (Outside)	N	SWIVEL
	Reception Entry Door/Lobby (Inside)	N	FIXED
	RFL Main Room Rear Facing (Inside)	N	SWIVEL
	C Homezone (Inside)	N	FIXED
	D Homezone (Inside)	N	FIXED
	Corridor facing upstairs balcony/E248 (Inside)	N	FIXED
	Visitor Car Park/entrance gate (Outside)	N	SWIVEL
	Corridor outside Art/B207 (Inside)	N	FIXED
	B Homezone (Inside)	N	FIXED
	A Homezone (Inside)	N	FIXED
	Between A+B block entrance doors (Outside)	N	FIXED
	Red Point Main Door entrance (Inside)	N	FIXED

	Red Point Main Classroom (Inside)	N	FIXED
	Red Point Games Room/Side Room (Inside)	N	FIXED
	Red Point Locker Room/Side Room (Inside)	N	FIXED
	Red Point Kitchen (Inside)	N	FIXED
	Red Point Main entrance (Outside)	N	SWIVEL
	Red Point Front Facing (Outside)	N	SWIVEL
	Red Point Rear Facing (Outside)	N	SWIVEL