



Grange Primary Academy

Addendum to the Use of CCTV Procedure

Grange Primary 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

Grange Primary 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 on 12.03.25 by the Headteacher.

Named member of staff with responsibility for managing the CCTV system

- Tim Miles (site manager)

Other members of staff with explicit permission to view CCTV images

- Headteacher - Beth Williams
- Assistant Headteachers - Cheryl Young and Sam Morix
- School administrator - Tracey Philip

School Data Protection Lead

- Headteacher - Beth Williams

System Provider

Our CCTV system is provided by Decibel Company and operates wired

Periods of Operation

The CCTV system is designed to be in operation for 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 CAPACITY (Y/N)	SWIVEL / FIXED
1. Dome	Office Foyer (internal)	Y	Fixed
2. Dome	Front of school main office (external)	N	Fixed
3. Dome	Lower playground / MUGA (external)	N	Fixed
4. Dome	Upper playground right (external - main playground)	N	Fixed
5. Dome	Upper playground left (external - main playground)	N	Fixed