



# Broadwater School

## **Addendum to the Use of CCTV Procedure**

Broadwater School 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: Broadwater 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 10/03/2025 by the Headteacher.

Named member of staff with responsibility for managing the CCTV system

- **Oliver Whitman, Peter Barnes**

**Other members of staff with explicit permission to view CCTV images**

- **Headteacher**
- **Student Services Manager**
- **Heads of Year**
- **Behaviour Team**

**School Data Protection Lead**

- **Nathan Smith-Rogers**

**System Provider**

**This system is provided by Broadwater School and operates a wired System**

**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

CAMERA TYPE	LOCATION	SOUND RECORDING CAPACITY (Y/N)	SWIVEL / FIXED
IP	Main Entrance	N	FIXED
IP	Science Access Road	N	FIXED
IP	Main Drive	N	FIXED
IP	Main car park	N	FIXED
IP	Upper Plygrd PE Doors	N	FIXED
IP	Upper Area Astro	N	FIXED
IP	Netball courts	N	FIXED
IP	Main exit / Minibus	N	FIXED
IP	Science Access Road / AWP	N	FIXED

IP	End DT /Exit & site garage	N	FIXED
IP	End DT / EV Charger	N	FIXED
IP	Ext room 3	N	FIXED
IP	Sports Hall doors	N	FIXED
IP	Library Computer Suite	N	FIXED
IP	Library	N	FIXED
IP	Room 111	N	FIXED
IP	Room 7	N	FIXED
IP	Room 17	N	FIXED
IP	Room 14	N	FIXED
IP	1st Floor Music	N	FIXED
IP	IR	N	FIXED
IP	ICT Corridor	N	FIXED
IP	Wildlife Garden	N	FIXED
IP	Hockey Club/Pitches	N	FIXED
IP	Food tec Entrance	N	FIXED
IP	PE Store All Weather Pitch	N	FIXED
IP	Lower school	N	FIXED

	<b>playground/car park</b>		
<b>IP</b>	<b>Back of learn centre</b>	<b>N</b>	<b>FIXED</b>
<b>IP</b>	<b>2nd floor outside 203</b>	<b>N</b>	<b>FIXED</b>
<b>IP</b>	<b>2nd floor outside 208</b>	<b>N</b>	<b>FIXED</b>
<b>IP</b>	<b>Sports Centre Reception</b>	<b>N</b>	<b>FIXED</b>
<b>IP</b>	<b>PE Sports centre Door</b>	<b>N</b>	<b>FIXED</b>
<b>IP</b>	<b>PE Corridor</b>	<b>N</b>	<b>FIXED</b>
<b>IP</b>	<b>Main stairs Ground floor</b>	<b>N</b>	<b>FIXED</b>
<b>IP</b>	<b>1st Floor Main Stairs</b>	<b>N</b>	<b>FIXED</b>
<b>IP</b>	<b>3rd Floor Main Stairs</b>	<b>N</b>	<b>FIXED</b>
<b>IP</b>	<b>2nd Floor Main Stairs</b>	<b>N</b>	<b>FIXED</b>
<b>IP</b>	<b>2nd Floor Rear Stairs</b>	<b>N</b>	<b>FIXED</b>
<b>IP</b>	<b>Fitness Suite Fire Door Near</b>	<b>N</b>	<b>FIXED</b>
<b>IP</b>	<b>Reception Corridor</b>	<b>N</b>	<b>FIXED</b>
<b>IP</b>	<b>Reception Glass Doors</b>	<b>N</b>	<b>FIXED</b>
<b>IP</b>	<b>Tower exit</b>	<b>N</b>	<b>FIXED</b>
<b>IP</b>	<b>Fitness Suite Entrance Far</b>	<b>N</b>	<b>FIXED</b>
<b>IP</b>	<b>Staff Room Corridor</b>	<b>N</b>	<b>FIXED</b>

IP	Outside room 7	N	FIXED
IP	Science room 1	N	FIXED
IP	Science Corridor	N	FIXED
IP	1st Floor Deputy Head Office	N	FIXED
IP	1st Floor Rear Stairs	N	FIXED
IP	HE Entrance Inside	N	FIXED
IP	Room 18	N	FIXED
IP	IT office	N	FIXED
	Bistro externals	N	FIXED
IP	Bistro externals	N	FIXED
IP	Bistro externals	N	FIXED
IP	ER Corridor	N	FIXED
IP	ER Toilets	N	FIXED
IP	Room 7 Toilets	N	FIXED
IP	IT Toilets	N	FIXED
IP	Food Tec Toilets	N	FIXED
IP	English Toilets 1	N	FIXED
IP	English Toilets 2	N	FIXED

IP	Hums Toilets	N	FIXED
IP	Bistro Internals	N	FIXED
IP	Bistro Internals	N	FIXED
IP	Bistro Internals	N	FIXED
IP	stairs by Site office	N	FIXED
IP	Stairs by music	N	FIXED
IP	Stairs by 201	N	FIXED
IP	Second floor Stairs	N	FIXED

**Location and type of camera** 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.