



**HARTLAND
HIGH SCHOOL**

Hartland High School

Addendum to the Use of CCTV Procedure

Hartland 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, company number 7633694, registered at Greenshaw Learning Trust, Grennell Road, Sutton, Surrey, SM1 3DY.

The Greenshaw Learning Trust CCTV Use Procedure can be found in the Trust Policies area of their Document Zone: <https://www.greenshawlearningtrust.co.uk/trust-policies>

The Hartland 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.

This addendum will be regularly reviewed and was last reviewed on 01/01/2025 the Headteacher.

Job Title with responsibility for managing the CCTV system

- IT Technician/IT Manager

Other members of staff with explicit permission to view CCTV images

- Site Manager- Live and Archive Access
- Assistant Site Manager - Live and Archive Access
- HOYs- Archive access to All Cameras
- SLT - Archive access to All Cameras
- IT Technician/ Manager - Administrator Access
- Reception Staff – View Live Access to Reception Cameras (SPOD)
- Security Guard- Out of Hours Live access
- Sixth Form Administrator- Live Access to Sixth Form Cameras (SPOD)
- IT Apprentice – Live and Archive Access

System Provider

This system is provided by Ubiquiti and operates with wired cameras.

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

30 days.

Location and type of camera

CAMERA TYPE LOCATION SOUND RECORDING CAPACITY SWIVEL/FIXED

Camera Type	Location	Sound	Recording Capacity	Swivel / Fixed
IP Dome Camera	APOD 1 st Floor Fire Exit	No	Yes	Fixed
IP Dome Camera	APOD A3	No	Yes	Fixed
IP Dome Camera	APOD A4	No	Yes	Fixed
IP Dome Camera	APOD Doors	No	Yes	Fixed
IP Dome Camera	APOD Ground Floor Atrium	No	Yes	Fixed
IP Dome Camera	APOD Ground Floor Fire Exit	No	Yes	Fixed
IP Dome Camera	BPOD First Floor Fire Exit	No	Yes	Fixed
IP Dome Camera	BPOD B15	No	Yes	Fixed
IP Dome Camera	BPOD B6	No	Yes	Fixed
IP Dome Camera	BPOD Door	No	Yes	Fixed
IP Dome Camera	BPOD Ground Floor Atrium	No	Yes	Fixed
IP Bullet Camera	BPOD Outside Canteen	No	Yes	Fixed
IP Dome Camera	BPOD Toilet Door	No	Yes	Fixed
IP Dome Camera	CPOD C6	No	Yes	Fixed

IP Dome Camera	Main Building English Corridor	No	Yes	Fixed
IP Dome Camera	CPOD Doors	No	Yes	Fixed
IP Dome Camera	CPOD First Floor Fire Exit	No	Yes	Fixed
IP Dome Camera	CPOD Ground Floor Atrium	No	Yes	Fixed
IP Dome Camera	DPOD 1 st Floor Atrium	No	Yes	Fixed
IP Dome Camera	DPOD Doors	No	Yes	Fixed
IP Dome Camera	DPOD 1 st Floor Fire Exit	No	Yes	Fixed
IP Dome Camera	DPOD Ground Floor Atrium	No	Yes	Fixed
IP Dome Camera	DPOD Ground Floor Fire Exit	No	Yes	Fixed
IP Dome Camera	EPOD Agora Outside	No	Yes	Fixed
IP Dome Camera	EPOD Front entrance Car Park	Yes	Yes	Fixed
IP Dome Camera	EPOD Front Entrance Side Gate	Yes	Yes	Fixed
IP Dome Camera	EPOD Main Hall	No	Yes	Fixed
IP Dome Camera	EPOD Medical Room	No	Yes	Fixed
IP Dome Camera	EPOD Reception Corridor	No	Yes	Fixed
IP Dome Camera	EPOD Reception Front Door	Yes	Yes	Fixed
IP Dome Camera	EPOD Reception Side Door	Yes	Yes	Fixed
IP Dome Camera	EPOD Back Corridor	No	Yes	Fixed
IP Dome Camera	GPOD Astro	No	Yes	Fixed
IP Bullet Camera	GPOD Grass to Back of BPOD	No	Yes	Fixed
IP Dome Camera	GPOD Sports Hall	No	Yes	Fixed
IP Bullet Camera	GPOD Sports Hall Car Park	No	Yes	Fixed
IP Dome Camera	GPOD Hall Far Door	No	Yes	Fixed
IP Dome Camera	GPOD Sports Hall Gym	No	Yes	Fixed
IP Dome Camera	SPOD 1 st Floor Corridor	No	Yes	Fixed
IP Dome Camera	SPOD 1 st Floor Outside Kitchen	No	Yes	Fixed

IP Dome Camera	SPOD 2 nd Entrance	No	Yes	Fixed
IP Dome Camera	SPOD Back Stairwell	No	Yes	Fixed
IP Dome Camera	SPOD Front Stairwell	No	Yes	Fixed
IP Dome Camera	SPOD Dance Studio	No	Yes	Fixed
IP Dome Camera	SPOD Foyer	No	Yes	Fixed
IP Dome Camera	SPOD Ground Floor Corridor	No	Yes	Fixed
IP Dome Camera	SPOD GYM	No	Yes	Fixed
IP Dome Camera	SPOD Hall	No	Yes	Fixed
IP Dome Camera	SPOD Reception	No	Yes	Fixed
IP Dome Camera	SPOD S28	No	Yes	Fixed
IP Dome Camera	SPOD Carpark Gate	No	Yes	Fixed
IP Dome Camera	SPOD Car Park	No	Yes	Fixed
IP Dome Camera	APOD Upstairs	No	Yes	Fixed
IP Dome Camera	BPOD upstairs	No	Yes	Fixed
IP Dome Camera	GPOD Upstairs	No	Yes	Fixed

Policy Approval Date: [01/01/25]

Next Review Date: [01/01/26]

Approved by: [The Head Teacher & IT Lead]