



Oakbank School

Addendum to the Use of CCTV Procedure

Oakbank 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.

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 Oakbank 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 10/11/25 the Headteacher.

Job Title with responsibility for managing the CCTV system

- IT Manager / Hub Site Manager
- IT Technician

Other members of staff with explicit permission to view CCTV images

- Hub Site Manager- Live and Archive Access
- Site Staff - Live and Archive Access
- IT Manager - Administrator Access
- SLT - View CCTV on Request
- Reception Staff – View Live Access to Reception Cameras
- IT Technician – Administrator Live and Archive Access

System Provider

This system is provided by Our Internal IT team 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.

Requests

CCTV can be requested by any member of SLT with a valid reason.

This request will be logged on a form stored in Google Drive.

Location and type of camera

CAMERA TYPE LOCATION SOUND RECORDING CAPACITY SWIVEL/FIXED

Camera Type	Location	Sound	Recording Capacity	Swivel / Fixed
IP Dome Camera	OAK-RECEPTION	Yes	Yes	Fixed
IP Dome Camera	OAK-RECEPTION GATE	Yes	Yes	Fixed
IP Dome Camera	OAK-IT-OFFICE	No	Yes	Fixed
IP Dome Camera	OAK-HALL	Yes	Yes	Fixed
IP Dome Camera	OAK-H BLOCK-CORIDOOOR	Yes	Yes	Fixed
IP Dome Camera	OAK-F BLOCK CORIDOOOR	Yes	Yes	Fixed
IP Dome Camera	OAK-H BLOCK FIRE EXIT	Yes	Yes	Fixed
IP Dome Camera	OAK- F2-RFL	Yes	Yes	Fixed
IP Dome Camera	OAK- P BLOCK CORRIDOR.	Yes	Yes	Fixed
IP Dome Camera	CH 1 H BLOCK ENTRANCE	No	Yes	Fixed
IP Dome Camera	CH 7 S BLOCK EXIT	No	Yes	Fixed

IP Bullet Camera	CH 5 FIVE OAKS	No	Yes	Fixed
IP Dome Camera	CH 6 LIBRARY	No	Yes	Fixed
IP Dome Camera	CH 8 S BLOCK CORRIDOR	No	Yes	Fixed

IP Dome Camera	Main Building English Corridor	No	Yes	Fixed
IP Dome Camera	CH 10 OUTSIDE STAFF ROOM	No	Yes	Fixed
IP Dome Camera	CH 11 S/P TOILETS	No	Yes	Fixed
IP Dome Camera	CH 16 EXT P BLOCK	No	Yes	Fixed
IP Dome Camera	CH 14 OUTSIDE FIVE OAKS	No	Yes	Fixed
IP Dome Camera	CH 15 EXT HALL TO P BLOCK	No	Yes	Fixed
IP Dome Camera	CH 13 CANTEEN	No	Yes	Fixed
IP Dome Camera	CH 17 STORAGE ROOM	No	Yes	Fixed
IP Dome Camera	CH 18 POTTERY	No	Yes	Fixed
IP Dome Camera	CH 20 P BLOCK	Yes	Yes	Fixed
IP Dome Camera	CH 21 C BLOCK EXT	Yes	Yes	Fixed
IP Dome Camera	CH 22 C BLOCK CORRIDOR	Yes	Yes	Fixed
IP Dome Camera	CH 24 C BLOCK EXIT	Yes	Yes	Fixed
IP Dome Camera	CH 2 RECEPTION ENT	No	Yes	Fixed
IP Dome Camera	CH 3 STAFF CAR PARK	Yes	Yes	Fixed
IP Dome Camera	CH 4 CANTEEN E	Yes	Yes	Fixed
IP Dome Camera	CH 5 REAR FIELD	Yes	Yes	Fixed
IP Dome Camera	CH 6 TENNIS COURT	Yes	Yes	Fixed

IP Dome Camera	CH 7 FRONT YARD	No	Yes	Fixed
IP Bullet Camera	CH 8 FRONT YARD (2)	No	Yes	Fixed
IP Dome Camera	CH 9 C BLOCK EXT EXIT	No	Yes	Fixed
IP Bullet Camera	CH 10 F BLOCK ENTRANCE	YES	Yes	Fixed
IP Dome Camera	CH 12 F BLOCK TOILETS	No	Yes	Fixed
IP Dome Camera	CH 13 PE CORRIDOR 1	No	Yes	Fixed
IP Dome Camera	CH 14 PE CORRIDOR 2	No	Yes	Fixed
IP Dome Camera	CH 17 PE OFFICE	No	Yes	Fixed
IP Dome Camera	CH 18 FIVE OAKS EXT	No	Yes	Fixed

Policy Approval Date: [31/12/25]

Next Review Date: [31/12/26]

Approved by: [The Head Teacher & IT Manager]

