



## Addendum to the Use of CCTV Procedure

## **Stoke Damerel Community College 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 10th January 2024 by the Headteacher.

### **Named member of staff with responsibility for managing the CCTV system.**

- Rob Bromidge

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

- Anita Frier
- Simon Kelly
- Beverley Findlay
- Adam Church
- John-Paul Postlethwaite
- Karen Merricks
- Matthew Oakes

### **School Data Protection Leads.**

- Bev Findlay
- Rob Bromidge
- Kayleigh King

### **System Provider**

This system is provided by Stoke Damerel Community College IT Department and operates wired.

### **Periods of Operation**

The CCTV system is designed to be in operation 24 hours a day, 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	Internal / External	Description	Sound	Swivel / Fixed
Dome	E	Main Entrance SDCC	N	F
Dome	E	KS3 Playground line up area	N	F
Dome	E	KS3 Playground outside seating area	N	F
Dome	E	KS3 Playground middle towards main building	N	F
Dome	E	KS3 Playground middle towards KS canteen	N	F
Dome	E	SEND Rear Garden	N	F
Dome	E	Science block to fields pathway	N	F
Dome	E	Carpark to playing fields	N	F
Dome	E	Bottom Carpark and rear gate	N	F
Dome	E	Outside site hut to carpark	N	F
Dome	E	Outside site hut to playing fields	N	F
Dome	E	Site hut rear	N	F
Dome	E	Outside CT Rooms back towards recovery	N	F
Dome	E	Gardens outside of recovery	N	F
Dome	E	Front of the School	N	F
Dome	E	Front of the school, facing carpark	N	F
Dome	E	KS4 Playground facing PE	N	F
Dome	E	Facing playing fields, football area	N	F
Dome	E	Facing playing fields, towards carpark	N	F
Dome	E	SMHC Courtyard, facing SMHC entrance	N	F
Dome	E	Top carpark and site hut	N	F
Dome	E	KS3 playground facing the bridge	N	F
Dome	E	KS4 Playground facing football area	N	F
Dome	E	Side gate to KS4 playgrounds	N	F
Dome	E	Public path side of the school	N	F
Dome	E	SMHC Courtyard, facing ventilation fans	N	F
Dome	E	Public path side of the school	N	F
Dome	E	Path outside English exit towards KS4 playground	N	F
Dome	E	KS3 playground from science to main building	N	F

Dome	E	SMHC rear exit	N	F
Dome	E	Rear top car park	N	F
Dome	E	KS4 playground right hand side	N	F
Dome	E	KS4 playground left hand side	N	F
Dome	E	Front entrance	N	F
Dome	E	External facing science exit	N	F
Dome	E	Rear of science facing support	N	F
Dome	I	6th Form Exit Doors	N	F
Dome	I	Top of the stairs outside Photography and Art	N	F
Dome	I	Bridge between Maths and Science	N	F
Dome	I	KS4 Canteen Y I I Exit	N	F
Dome	I	KS4 Canteen Bar Stools	N	F
Dome	I	KS4 Canteen Tills and seating	N	F
Dome	I	KS4 Canteen Street exit	N	F
Dome	I	KS4 Canteen Chilled Food	N	F
Dome	I	KS4 Canteen Seating right hand side	N	F
Dome	I	KS3 Canteen Seating right hand side	N	F
Dome	I	KS3 Canteen Tills	N	F
Dome	I	KS4 Canteen Seating left hand side	N	F
Dome	I	KS4 Canteen Bar Stools	N	F
Dome	I	KS3 Canteen Seating left hand side	N	F
Dome	I	Drama bottom of corridor near English	N	F
Dome	I	Drama lockers	N	F
Dome	I	Drama outside MU2	N	F
Dome	I	Drama Top of the corridor	N	F
Dome	I	EBACC Year 8 Toilets	N	F
Dome	I	EBACC first floor corridor	N	F
Dome	I	EBACC Ground Floor Corridor	N	F
Dome	I	EBACC Year 7 Toilets	N	F
Dome	I	EBACC Exit to KS3 eating area	N	F
Dome	I	EBACC Ground floor corridor	N	F
Dome	I	EBACC corridor outside Year 8 toilets	N	F
Dome	I	EBACC first floor corridor	N	F
Dome	I	EBACC Corridor exit to street	N	F

Dome	I	EBACC Corridor exit to KS3 playgrounds	N	F
Dome	I	EBACC IT offices and stairs	N	F
Dome	I	EBACC staffroom and stairs	N	F
Dome	I	English exit to playground	N	F
Dome	I	English left hand stairs	N	F
Dome	I	English Corridor	N	F
Dome	I	English Corridor	N	F
Dome	I	English right hand stairs	N	F
Dome	I	Exams outside main sports hall	N	F
Dome	I	Exams Outside main sports hall and corridor	N	F
Dome	I	GLT services corridor	N	F
Dome	I	Gym	N	F
Dome	I	CT corridor to exit	N	F
Dome	I	Second floor top of the stairs outside of Media	N	F
Dome	I	Maths top of the stairs left hand side	N	F
Dome	I	Maths corridor	N	F
Dome	I	Maths corridor	N	F
Dome	I	Maths top of the stairs right hand side	N	F
Dome	I	FT1	N	F
Dome	I	FT2	N	F
Dome	I	PE top of the stairs	N	F
Dome	I	Outside old gym, stairs	N	F
Dome	I	Main sports hall	N	F
Dome	I	Outside PE Office	N	F
Dome	I	Changing rooms	N	F
Dome	I	PE corridor	N	F
Dome	I	PE top of the stairs	N	F
Dome	I	Old Gym	N	F
Dome	I	Above reception facing main entrance	N	F
Dome	I	Facing reception	N	F
Dome	I	Facing reception and main entrance	N	F
Dome	I	Rear of reception	N	F
Dome	I	Main recovery room	N	F
Dome	I	Recovery reception	N	F

Dome	I	Overflow recovery room	N	F
Dome	I	Science first floor corridor towards bridge	N	F
Dome	I	Science ground floor corridor	N	F
Dome	I	Science top of the stairs	N	F
Dome	I	Science toilets	N	F
Dome	I	Science ground floor corridor	N	F
Dome	I	SMT reception area	N	F
Dome	I	Outside SMT facing resources	N	F
Dome	I	Outside SMT facing lockers	N	F
Dome	I	Server room	N	F
Dome	I	Street to facing student reception	N	F
Dome	I	Street facing entrance to EBACC	N	F
Dome	I	Street middle facing doors to EBACC	N	F
Dome	I	Street middle facing Library	N	F
Dome	I	Street bottom facing library reception	N	F
Dome	I	Street bottom facing library reception	N	F
Dome	I	Street staff toilets	N	F
Dome	I	Street middle facing student reception	N	F
Dome	I	Street bottom facing english photocopier	N	F
Dome	I	Street middle facing student reception	N	F
Dome	I	Support work area	N	F
Dome	I	Support corridor facing exit doors	N	F
Dome	I	Support open work area	N	F
Dome	I	KS4 toilets	N	F
Dome	I	YII area facing toilets	N	F
Dome	I	YII area corridor	N	F
Dome	I	YII Common room	N	F
Dome	I	Science corridor	N	F
Dome	I	KS4 door exit facing stairs to staffroom	N	F
Dome	I	Fitness Suite	N	F
Dome	I	Year II Common Room	N	F
Dome	I	Main Hall	N	F