

# Faith Primary Academy

## Addendum to the Use of CCTV Policy

This addendum sets out the school specific elements required by the school to comply with the ASMAT Data Protection Policy and ASMAT CCTV Use Procedure.

This addendum will be regularly reviewed and was last reviewed on 19.11.2024 by Danielle Fox - the Head of School.

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

Danielle Fox – Head of School and Designated Safeguarding Lead

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

Lynne Gannon – Executive Headteacher

Yet to be appointed - Assistant Head

Ashleigh Martin – SLT

Rhianna Thomas – EYFS Lead

Trust Safeguarding Lead – Miss Sarah Williams

Trust Director of ICT – Mr David Allerton

Attendance & Family Support Officer – Mrs Carrina Taxiltaridis

### **System Provider**

This system is provided by DMS and operates via a wired connection. DMS have no remote access to the CCTV 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**

30 days

### **Location and type of camera**

| CAMERA TYPE      | LOCATION                               | SOUND | RECORDING CAPACITY | SWIVEL/FIXED |
|------------------|--|-------|--------------------|--------------|
| Bullet           | All-Weather Pitch                      | Off   | 256Gb              | Fixed        |
| Bullet           | Main Pedestrian Entrance               | Off   | 256Gb              | Fixed        |
| Bullet           | KS2 Yard – attached to school building | Off   | 256Gb              | Fixed        |
| Bullet           | KS2 Yard – attached to post            | Off   | 256Gb              | Fixed        |
| Bullet           | KS1 Yard                               | Off   | 256Gb              | Fixed        |
| Bullet           | Entrance ramp (KS1 yard)               | Off   | 256Gb              | Fixed        |
| Telephoto Bullet | Car Park Gates                         | Off   | 1Tb                | Fixed        |
| Indoor dome      | Main Entrance Hall                     | Off   | 256Gb              | Fixed        |
| Indoor dome      | Entrance Lobby                         | Off   | 256Gb              | Fixed        |
| Indoor dome      | Nursery Entrance Lobby                 | Off   | 256Gb              | Fixed        |

|              |   |     |       |       |
|--------------|---|-----|-------|-------|
| Outdoor dome | Nursery Entrance Gate                       | Off | 256Gb | Fixed |
| Outdoor dome | Bin Sheds at the back of school             | Off | 256Gb | Fixed |
| Outdoor dome | Container at the back of school             | Off | 256Gb | Fixed |
| Outdoor dome | KS2 outdoor area at the back of the school. | Off | 256Gb | Fixed |