

<b>CCTV Policy</b>	
<b>Localised School Based Procedures</b>	
<b>School Name:</b>	Burton Green Primary School
<b>Principal:</b>	Ash McGann
<b>Implementation Date:</b> <i>Inline with policy approval</i>	March 2026

**Introduction**

In conjunction with the Trust wide **CCTV Policy**, localised procedures have been established to ensure that systems and procedures reflect the school/academy setting.

The localised procedures for the school/academy setting focuses on the following key areas:-

- Approved Users
- Locations of CCTV Visual Display/Control Monitors
- Person(s) responsible for investigating breaches of the code of practice/security breaches

Should you have any concerns or questions relating to the localised procedures, in the first instance, please contact [hello@bgp.hlt.academy](mailto:hello@bgp.hlt.academy)

Please see below names of person(s) authorised to access CCTV login details on behalf of the school/academy.

<b>Details of Approved CCTV Users</b>	
<b>Relates to item 7.7 within the Trust CCTV Policy</b>	
<b>Name</b>	<b>Role</b>
Ash McGann	Principal
Bethany Dobson	Administrator
Merv Bradish / Caroline Rafferty	Site Team

Please see the below location(s) within the school/academy site that CCTV footage can be viewed/accessed.

<b>Locations of CCTV Visual Display/Control Monitors</b>	
<b>Relates to item 7.12 within the Trust CCTV Policy</b>	
Server Room	Principal's Office
Site Team Office	

Please see the below details of the person(s) responsible for investigating breaches of the code of practice and/or security breaches.

<b>Details of Person(s) Responsible for Investigating Breaches</b>	
<b>Relates to item 11.1 within the Trust CCTV Policy</b>	
<b>Name</b>	<b>Role</b>
Ash McGann	Principal
This responsibility may be delegated to a member of the Senior Leadership Team (SLT) where applicable.	