

| <b>CCTV Policy</b>  |                                      |
|---|--------------------------------------|
| <b>Localised School Based Procedures</b>                          |                                      |
| <b>School Name:</b>   | St. James' Church of England Academy |
| <b>Principal:</b>   | Julia Strickland                     |
| <b>Implementation Date:</b><br><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@stj.hlt.academy](mailto:hello@stj.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> |               |
| Name  | Role          |
| Julia Strickland  | Principal     |
| Kerrie Todd   | Administrator |
| Raymond Strickland                                      | 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> |             |
| Reception  | Main 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> |
| Julia Strickland   | Principal   |
| This responsibility may be delegated to a member of the Senior Leadership Team (SLT) where applicable. |             |