

| CCTV Policy | |
|---|-----------------|
| Localised School Based Procedures | |
| School Name: | Compass Academy |
| Principal: | Claire Horne |
| Implementation Date: <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@com.hlt.academy

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

| Details of Approved CCTV Users | |
|---|---------------------|
| Relates to item 7.7 within the Trust CCTV Policy | |
| Name | Role |
| Claire Horne | Principal |
| Donna Murray | PA to the Principal |
| Jamie Poole | Site Team |

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

| Locations of CCTV Visual Display/Control Monitors | |
|--|-------------|
| Relates to item 7.12 within the Trust CCTV Policy | |
| 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.

Details of Person(s) Responsible for Investigating Breaches

Relates to item 11.1 within the Trust CCTV Policy

| Name | Role |
|--------------|-------------|
| Claire Horne | Principal |

This responsibility may be delegated to a member of the Senior Leadership Team (SLT) where applicable.