

CCTV Policy	
Localised School Based Procedures	
School Name:	Manor Church of England Academy
Principal:	Jordan Cairns
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@mce.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
Jordan Cairns	Principal
Sue Metcalfe	PA to the Principal
Rachael McNair	Support Services Manager
Various	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	
Site Team Office	Pastoral Room

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