

CCTV Policy	
Localised School Based Procedures	
School Name:	Aspire Academy
Interim Principal:	Laura Stanforth
Implementation Date: <i>Inline with policy approval</i>	April 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@asp.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
Laura Stanforth	Interim Principal
Claire Boyton	Vice Principal
Dave Shone	Assistant Vice Principal
Nathan White	SLO/HLTA
Mike Castleton	Site Team
Paul Smith	Site Team
Paul Garton	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 (and Offices at ASSC and Revive sites)	Meeting Rooms
Corridors	ELSA Rooms
Outside Areas	Classrooms
Canteen	-

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