



Camperdown College

CCTV Policy

Rationale

The College Council has determined to instal and use CCTV system within its grounds to support and enhance its ability to provide a safe and secure environment for students, staff and visitors. The CCTV systems on the grounds will act as a deterrent and reduce the likelihood of vandalism and theft, deter misconduct and inappropriate behaviour, help to verify incidents on school grounds to support an evidence-based response.

Closed-circuit television (CCTV) refers to broadcasts transmitted to a limited number of closed monitor/s for the purpose of video surveillance. The video is often recorded for set periods of time and the footage used for evidence.

Aims:

- The CCTV systems on the grounds will:
- Act as deterrent and reducing the likelihood of vandalism and theft,
- Deter misconduct and inappropriate behaviour,
- Help to verify incidents on school grounds to support an evidence-based response.

Implementation

Location of CCTV cameras

The principal, in collaboration with the Security Unit, is responsible for determining the appropriate location of cameras in accordance with this policy.

Prohibited locations of CCTV cameras – toilets, change rooms dressing rooms showers and other areas where individual privacy is paramount.

Covert surveillance – Camperdown College is not permitted to undertake their own covert (or hidden) surveillance using CCTV systems.

Signage - Signage that notifies staff, students, visitors, contractors and/or the general community that CCTV is in operation will be situated at all site entry and exit points.

Privacy notice - a CCTV privacy notice will be placed on the website and Compass. This privacy notice will:

- explain the purpose of the CCTV system
- provide the location of CCTV cameras (either by listing the locations or providing a map)
- explain how to request a record of any footage
- provide a link to this policy for further information on how the school may use the CCTV system and who may access the footage.

Management and operation of CCTV

The principal is responsible for ensuring the CCTV system is managed and operated in accordance with this policy and for keeping a record of the staff members nominated to access the system.

All school staff with responsibility for using and managing the CCTV systems must be:

- appropriately trained in using and managing the CCTV system and made aware of the requirements contained in this policy
- made aware that access to live and recorded footage may be subject to review by the Department and they may be required to justify any access to footage.

Access to CCTV footage

CCTV footage must only be accessed for the purposes set out in this policy (refer to 'Use of CCTV footage' below) and only by the following people:

- the principal and staff nominated by the principal
- authorised staff of the Department's Security and Emergency Management Division (including via remote access)
- any other people permitted or required by law.

Camperdown College will record each occasion CCTV footage is accessed in the CCTV recorded and viewed footage register (DOCX) (staff login required).

Use of CCTV footage

Live CCTV footage may be used by authorised school or Department staff to:

- provide situational awareness of incidents that pose a risk to health or safety of the school community or following a school security alarm activation or other trigger
- monitor for activities that pose a risk to the health or safety of the school community or to property where:
 - there is a reasonable belief that an incident will occur
 - monitoring the CCTV live footage will help to identify the persons involved and/or support the school or Department to reduce the risk of the incident occurring or reoccurring
Note: Schools must contact the Security Unit for advice before monitoring CCTV footage in this manner
- provide the Department with visual coverage during emergencies.

Recorded CCTV footage may be used by authorised school or Department staff to:

- prevent, verify and investigate incidents involving:
 - criminal behaviour of anyone on school grounds
 - staff misconduct

- other inappropriate behaviour – including of students, staff, visitors or members of the public. For example, this means the school may use CCTV footage of incidents to help inform decisions about student management
- verify and investigate other incidents involving students, staff or visitors (for example, incidents in which a person has sustained injury, loss or damage on school premises)
- support school leadership with incident review and debriefing.

The Employee Conduct Branch must be consulted prior to the use of CCTV footage for staff misconduct or discipline related matters.

Prohibited uses

In addition to the prohibited locations of CCTV cameras above, CCTV footage must not be used by schools:

- to monitor non-school facilities or public places
- to monitor staff performance
- for the purpose of covert surveillance except in accordance with this policy – refer to the heading 'Covert surveillance' above.

Disclosure of CCTV footage to external parties

Live or recorded CCTV footage may only be disclosed externally (external to the Department) as described in this policy or otherwise when permitted or required by law.

Examples of when CCTV footage may be disclosed externally include:

- live or recorded footage disclosed to law enforcement agencies where required or permitted by law
- when required under a court order.

Showing footage to students, their parents and staff involved in incidents

When using CCTV for the purposes listed in this policy under the heading 'Use of CCTV', the principal may show specific footage of an incident to those directly involved, including relevant staff, students and/or their parents, provided:

- the principal considers it appropriate and necessary in order to support parents to understand the specifics of an incident that has taken place so they can provide appropriate support to their child or for a staff member to better understand an incident
- it would not cause a health, wellbeing or safety risk to any other person and
- it would not be an unreasonable intrusion into another person's privacy.

The school cannot give copies of CCTV footage to staff, students or parents. Any parent, student or staff request for a copy of CCTV footage must be made to the Department's Freedom of Information Unit.
Freedom of Information Unit Phone 03 7022 0078 Email foi@education.vic.gov.au

Recorded material – storage and retention

The principal or their nominated staff member is responsible for ensuring CCTV recorded images are stored securely and retained for the required 31 days.

If the CCTV footage has not been accessed or used in the ways set out above and there has been no request to view or otherwise access the footage, the footage may be deleted after 31 days. The number of days for system retention of footage is determined during the installation of a CCTV system.

Where the CCTV footage has been accessed or there has been a request to access, schools must manage these records in accordance with the retention requirements set out in the Department's policy: Records Management – School Records

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on the Camperdown College website
- School handbooks
- Reminders in school newsletter
- Through annual staff induction processes

POLICY REVIEW AND APPROVAL

Policy last reviewed	15/11/2022
Approved by	Acting Principal <i>Nick Angus</i>
Next scheduled review date	November 2025