



# Closed Circuit Television (CCTV) Policy

## PURPOSE

- The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Clifton Springs Primary School.
- The system comprises a number of fixed cameras located around the school site. All cameras are monitored from a point and are only available to the Principal, Assistant Principal or the Principal's nominee.
- The Code of Practice will be subject to an annual review to include consultation as appropriate with interested parties.
- The CCTV system is owned by the school.
- This policy covers the use of visual surveillance systems, commonly referred to as closed circuit television (CCTV) and includes stand alone image capture devices and internet based image/data capture devices within Clifton Springs Primary School

## OBJECTIVE

- To protect the school buildings and their assets
- To increase personal safety and reduce the fear of crime
- To support the Police in a bid to deter and detect crime
- To assist in identifying, apprehending and prosecuting offenders
- To protect members of the public and private property
- To assist in managing the school

## SCOPE

This policy applies to:

- all staff, including casual relief staff, contractors and volunteers

## IMPLEMENTATION

## **Statement of Intent**

- The CCTV Policy will be registered with DET and will comply with the requirements of both Victorian and Commonwealth laws and the DET Code of Practice.
- The school will treat all information, documents and recordings obtained and used from the CCTV system as data which are protected by Victorian and Commonwealth laws.
- Cameras will be used to monitor activities within the school buildings and grounds, including car parks and other public areas to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and wellbeing of the school, together with its visitors.
- Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Data will only be released to the media for use in the investigation of a specific crime and with the written authority of the police.
- The planning and design has endeavoured to ensure that the Scheme will give maximum effectiveness and efficiency but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.
- Warning signs, as required by DET have been placed at all access routes to areas covered by the school CCTV.

## **General**

- The School Council will be aware of the DET guidelines when considering the implementation of the CCTV system within the school and be aware of the most recent departmental circular relating to CCTV.
- The school will use extreme care in the implementation of the CCTV system so that the system does not infringe on the privacy of individuals.
- The school will consider the potential concerns related to the use of CCTV systems by the school community and the general public.
- The school will use the CCTV system with the approval of (DET), Emergency and Security Management Unit (ESMU).
- The school will comply with all applicable Victorian and Commonwealth laws concerning the use and operation of closed circuit television.

## **Prohibited Uses/Purposes**

CCTV systems will not be used in the following areas:

- Toilets.

- Change rooms.
- Dressing rooms.
- Showers.
- Staffrooms.
- Classrooms.
- Other areas where individual privacy is paramount.

CCTV will not be used for the following purposes:

- Monitoring individual work performance.
- Monitoring non school areas or public places from school sites.
- Appropriate signage will be placed around the school that informs employees, students, the school community and members of the public at large, that surveillance is taking place.

### **Data Handling**

- Access to surveillance data is restricted to the Principal, Assistant Principal or the Principal's nominee.
- Continuity of evidence will be maintained. Should surveillance data indicate criminal activity, accurate written records will be kept at all times.
- In all circumstances where criminal activity is detected from surveillance data, both the Police and ESMU will be notified immediately. School administrators or school council, following detection of any incidents via surveillance data, will not undertake investigation of criminal or serious matters, but will seek the advice of Police and the ESMU
- Under no circumstance will surveillance data will be provided to third parties, including school staff and contractors without the express approval of the Manager, ESMU.
- Surveillance information will be destroyed or erased after an agreed time period unless required for a specific investigation.

### **Covert (Hidden) Surveillance**

- Covert or hidden surveillance may be undertaken in a lawful manner and for a lawful purpose that is related to the function and activities of DET, and only be undertaken after consultation with the ESMU and police.
- Generally covert or hidden surveillance will be undertaken on a temporary basis.
- The use of covert surveillance will be limited to:
  - Surveillance of DET personnel suspected of criminal activity under Victorian law. Surveillance of people suspected of criminal activity under Victorian law.
  - Surveillance of DET property at risk of loss or criminal damage.
  - Surveillance of students suspected of criminal activity under Victorian law.
  - Surveillance of students suspected of serious contravention of school rules the result of which is likely to result in suspension or expulsion.

In deciding to conduct covert or hidden surveillance the authorised DET Emergency and Security Management Officer will consider:

- That there is a reasonable suspicion to believe an offence or unlawful activity is about to be, or is being committed.
- That other forms of investigation have been considered or tried and assessed as being unsuitable or inconclusive.
- That the benefits arising from obtaining relevant data by covert or hidden surveillance substantially outweigh the possible intrusion on the privacy of individuals under surveillance.
- That the collection of surveillance data will not involve any form of entrapment of the surveillance subject.

Any attempt to actively induce a surveillance subject into a situation they would not ordinarily enter into will not be permitted.

### **Advice and Assistance**

The school will seek advice related to these guidelines or the use of closed circuit television directly from the DET Emergency and Security Management Unit.

## **EVALUATION**

- It is the responsibility of the School Council to monitor the implementation of this policy. Parent, staff and School Council feedback will be considered when reviewing this policy.
- This policy will be reviewed by the Policies sub-committee of School Council as per the review cycle.

## **REVIEW CYCLE AND EVALUATION**

Policy Reviewed and Ratified August 2020