

## **POLICY STATEMENT:**

## **CLOSED CIRCUIT TELEVISION CAMERA (CCTV)**

**PREPARED BY:**

**SWC**

**APPROVED BY COUNCIL:**

**NOV 17**

**REVIEWED:**

### **RATIONALE:**

Closed Circuit Television (CCTV) is a proven crime prevention tool that will improve risk management controls and personal safety of students, staff and visitors.

CCTV at Cranbourne Park Primary School is intended to detect and deter vandalism, unauthorised entry into school buildings, theft and other unwanted activities.

This policy should be read in association with the Department of Education and Training CCTV Installations, Information and Guidelines.

### **AIMS:**

- To increase personal safety of students, staff and visitors using the Out of School Hours Care (OSHC) program.
- To comply with our obligations and responsibilities to the Department of Education and Training (DET) and the school community.
- To protect the school buildings, school grounds and their assets.
- To assist police in identifying, apprehending and potentially prosecuting offenders.

### **GUIDELINES:**

- The CCTV system will have approval from the Security Services Unit, and ensure that the installation of CCTV does not contravene Privacy legislation.
- The CCTV system guidelines are in line with the 'Victorian Ombudsman's Guidelines for developing Closed Circuit Television policies for Victorian Public Sector Bodies'
- The CCTV system comprises of cameras in various outdoor locations, passageways, breezeways and the school office.
- Areas where cameras are located will be clearly identified by warning signs with the message: 'Security Notice – electronic surveillance protects this property.'
- CCTV cameras will not be installed in classrooms, change rooms or toileting facilities or to monitor areas outside of the school boundaries.
- Whilst CCTV is recognised as an effective means of preventing crime, CCTV will not monitor work performance of staff.
- CCTV information will be stored and backed up for two (2) weeks only, unless an incident has occurred.
- The CCTV system, images and videos will be managed by the Principal or the Business Manager.

- Surveillance images and footage will be viewed if there is a reasonable belief that an incident has occurred and that the surveillance data may assist in identifying what had occurred and who may be involved.
- Surveillance images and footage will be provided to the Victorian Police if requested to assist in investigations.
- A register will be kept of who has accessed the surveillance images.
- The school community will be notified of the use of CCTV through the newsletter at the commencement of each year.
- Staff approved to operate security CCTV equipment will undertake training and induction on the physical operation of the system and use of the recorded information particularly in compliance with the various legislative requirements.
- Any complaints about the schools' CCTV system should be addressed in writing to the Principal.

### **EVALUATION:**

This policy will be reviewed as part of the school's three-year review cycle.

### **RESOURCES:**

- Department of Education and Training (DET) CCTV Installations, Information and Guidelines.
- Victorian Ombudsman's Guidelines for developing Closed Circuit Television policies for Victorian Public Sector Bodies, November 2012.
- CCTV Guidelines, Security Services Unit, 2017.