

Policy Statement

This Policy explains the management, operation and use of the closed circuit television (CCTV) system at Wantirna College. This policy applies to the installation of CCTV cameras on school grounds and the use and disclosure of any footage produced by those cameras.

This policy is consistent with:

- Victorian government [Schools' Privacy Policy](#) (applies to all Victorian government schools)
- The Department's [Security Risk Management](#) policy
- Victorian privacy law

Schools have an obligation to ensure the school environment is safe and secure, and to fulfil duty of care to students, staff and visitors. The CCTV system exists to assist our school to fulfil these obligations and to prevent and manage other inappropriate behaviour on school grounds.

CCTV provides enhanced capability to protect our school's assets against vandalism and theft. CCTV strengthens our school's security by providing an appropriate level of surveillance on school grounds and assists our school to take all reasonable steps to prevent reasonably foreseeable harm on school premises (duty of care). The presence of CCTV cameras deters misconduct and inappropriate behaviour and reassures students, staff and visitors that they are protected when on school grounds.

The Victorian Department of Education owns the CCTV system and footage it produces at Wantirna College.

This policy describes how our CCTV system does this, consistent with Victorian privacy law.

Guidelines

1.1 CCTV cameras are installed and used to ensure we provide a safe and secure environment where our assets are protected.

1.2 CCTV cameras are NOT:

- hidden or covert
- located in private areas such as toilets, changing rooms or staff rooms
- used to monitor student or staff work performance

1.3 CCTV footage is only accessed for the purposes set out in this policy (2.1.2)

Program

2.1 Cameras are placed around lockers, high traffic areas, in locations where high value resources are stored, entrances to the site and areas that have limited active supervision.

2.1.1 Camera footage may be used to:

- Identify perpetrators or detect criminal behaviour on school grounds, during and outside school hours.
- Verify incidents of staff or student misconduct.
- Identify and verify inappropriate behaviours of students, visitors or members of the public.
- Verify incidents where students, staff or visitors have sustained injury, loss or damage on school premises.
- Provide the principal with visual coverage during emergencies.
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2.2 The location of the CCTV cameras on school grounds is publicly available.

2.2.1 Signs alerting people to the presence of CCTV cameras will be located near each individual camera.

2.2.2 The IT team will produce and maintain an up to date map of the school which shows all areas covered by CCTV. This map will be available to members of the school community on request.

2.3 The Principal or her/his nominees have access to the footage filmed by the CCTV cameras.

2.3.1 The Principal has nominated the IT technician, Facilities Manager, Middle Years/Later Years Administration Support and Assistant Principals as those who can request access to footage.

- 1.4 Our school may only disclose CCTV footage externally (i.e. external to the Department) as described in this policy or otherwise when permitted by law.
- 1.5 The Principal (or nominee) is ultimately responsible for managing and securing the CCTV system.
- 1.6 CCTV footage is kept for no more than 31 days
- 1.7 Access to CCTV footage beyond this policy is through Freedom of Information.
- 2.3.2 Central and Regional Departmental staff may access the footage, when required to do so to assist the school for the purpose laid out in this policy (2.1.1)
- 2.3.3 Any other people permitted by law (e.g Victoria Police)
- 2.4 The Principal may show specific footage of an incident to those directly involved including relevant staff, students and/or their parent in the incident only for the purposes outlined in this policy (2.1.1). This means that any person on school premises may be captured on CCTV footage of an incident that the principal may subsequently show to staff, students and/or their parents.
- 2.4.1 The school cannot give copies of CCTV footage to staff, students, parents or any other parties. Any requests for a copy of CCTV footage must be made to the Department's Freedom of Information Unit, as set out below.
- 2.5 The Facilities Manager and IT technician work in consultation with other members of the Leadership team to manage and secure the CCTV system.
- 2.5.1 The IT technician and Facilities Manager in consultation with the Principal team is responsible for the appropriate location and use of cameras and method for storing CCTV footage.
- 2.5.2 The Facilities Manager in consultation with the IT technician is responsible for maintaining and recommending the upgrade of cameras when required.
- 2.6 If our school has not used CCTV footage in any of the ways set out above, and there has been no request to view or access footage during this period, the footage is deleted.
- 2.6.1 Where CCTV footage has been used to verify an incident or where it is required to be retained for legal reasons, our school will manage and securely retain the footage in accordance with records management requirements as issued by the Public Records Office of Victoria.
- 2.7 Members of the school community who wish to access information the school holds about them including video footage will be referred to:
Freedom of Information Unit
Department of Education and Training
GPO Box 4367
MELBOURNE VIC 3001
Email: foi@edumail.vic.gov.au