

# CLOSED CIRCUIT TV

## POLICY

### **Rationale:**

- Closed circuit television (CCTV) is a very effective crime prevention strategy that is a proven crime prevention tool. The use of CCTV also raises a number of legal, privacy and workplace relations issues which must be properly managed

### **Aims:**

- To install CCTV as an effective crime prevention strategy to cover areas of proven risk, whilst at the same time complying with our obligations and responsibilities to staff, students, Department of Education and the school community.

### **Implementation:**

- School Council will record areas of serious vandalism, criminal damage and criminal offences; and will consider applying to the Department of Education to install CCTV in areas that warrant the expense, and where other crime prevention strategies have failed or had insufficient impact.
- Prior to doing so, School Council will seek approval from the Emergency & Security Management Unit, and ensure that the installation of CCTV meets departmental requirements and does not contravene privacy legislation or similar.
- School Council will nominate the principal, assistant principals and IT technician as the persons authorised to view any recordings, who will establish a process for managing recorded information that ensures the confidentiality and security of any recordings, and their release to police etc to support investigations.
- The school will provide appropriate warning signs indicating to the community that areas are monitored by CCTV surveillance equipment.
- The school community will be well consulted and informed about the use of CCTV by school council, which will establish a clear and justifiable plan for the location of CCTV cameras and signage.
- Whilst CCTV is recognised as an effective means of preventing crime, CCTV will not be considered to monitor work performance of staff, will not record sensitive areas such as toilets, showers, change rooms or staff rooms, will not include audio recordings, and will not be concealed or covert in any location.
- CCTV footage may be viewed by authorised staff to elicit details of incidents within the school. The footage may be released to the police. Other parties require a stipulated court order for the release or viewing of CCTV footage.

### **Evaluation:**

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

- This policy was last ratified by School Council in 2016.