

## Closed Circuit Television (CCTV) Policy

### Rationale

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

CCTV at Morang South Primary School (MSPS) is only for detecting and deterring vandalism, unauthorised entry into school buildings, theft and other unwanted activities.

This policy should be read in association with the 'Department of Education and Early Childhood Development CCTV Installations, Information and Guidelines, April 2008'.

### Aims

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

### Guidelines

- The CCTV system will have approval from the Department of Emergency & Security Management, 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 up to 4 mobile cameras in various outdoor locations.
- Areas where cameras are located will be clearly identified by warning signs with the message: 'These premises are protected by video surveillance'.



- CCTV cameras will not be installed in change rooms or toileting facilities.
- The CCTV system will only operate out of normal school hours.
- 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 four (4) weeks only, unless an incident has occurred.
- The CCTV system, images and videos will be managed by the Principal class, or those approved by the Principal class.
- Surveillance images will only be viewed if there is a reasonable belief that an incident has occurred.
- Surveillance 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 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 four-year review cycle.

**Resources**

- Department of Education and Early Childhood Development (DEECD) CCTV Installations, Information and Guidelines, April 2008
- Victorian Ombudsman's Guidelines for developing Closed Circuit Television policies for Victorian Public Sector Bodies, November 2012.
- CCTV Guidelines, Department of Emergency & Security Management, 2011.