



## CCTV (Security Cameras) Policy

### Purpose

This Policy regulates the management, operation and use of the closed circuit television (CCTV) system at Mount Clear College.

### Scope

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:

- The Department of Education and Training's (DET) Privacy Policy
- the DET's 'Security Risk Management' policy
- Victorian privacy law.

### Policy

Schools have an obligation to ensure the school environment is safe and secure, and 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 strengthens our school's security by providing an appropriate level of surveillance of staff, students and visitors on school grounds and assists our school to take all reasonable steps to prevent reasonably foreseeable harm on school premises (duty of care). CCTV provides enhanced capability to protect our school's assets against vandalism and theft. The presence of CCTV cameras deters misconduct and inappropriate behaviour and reassures students, staff and visitors that all efforts are being made to assist with their protection when on school grounds.

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

### Use of CCTV footage

Consistent with our school's obligations set out above, Mount Clear College may use CCTV cameras to:

- prevent and verify incidents involving:
  - criminal behaviour – of anyone on school grounds
  - staff misconduct
  - other inappropriate behaviour – including of students, staff, visitors or members of the public. For example, this means the school may rely on CCTV footage of incidents to make decisions about student discipline
- verify other incidents – involving students, staff and visitors (e.g. incidents in which a person has sustained injury, loss or damage on school premises)
- to provide the Principal with visual coverage during emergencies.

When our school uses CCTV footage to verify an incident in any of the ways set out above, that footage then constitutes a 'record' under the Retention and Disposal Authority (RDA) published by the Public Records Office Victoria. This means that our school must retain the footage of that incident for a minimum number of years - refer Appendix 1.

CCTV cameras are NOT:

- hidden or covert
- located in private areas such as toilets, changing rooms or staff rooms
- used to monitor the quality of teaching.

**Location of CCTV cameras in our school**

In our school, CCTV cameras are located in:

- school entrances
- corridors
- locker areas
- computer labs
- ovals
- playgrounds.

A number of notices are displayed to alert people of the presence of CCTV cameras – refer Appendix 2.

**Access to CCTV footage**

CCTV footage is only accessed for the purposes set out above at ‘How will we use CCTV footage’ and only by the following people:

1. the Principal or nominee, including people explicitly authorised by the Principal, (e.g. members of the school’s IT department, security personnel)
2. central and regional Department staff, when required to assist the school for an above purpose
3. any other people permitted by law.

**Showing footage to staff, students and/or their parents involved in incidents**

As set out above, the Principal may rely on CCTV footage:

- (a) for student discipline or staff misconduct decisions, and
- (b) to verify incidents on school premises – this will be at the Principal’s discretion and in general, footage will not be shown to staff, students and parents.

When necessary to do either (a) or (b), the Principal may show specific footage of an incident to those involved, including relevant staff, students and/or their parents. 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.

The Principal cannot give copies of CCTV footage to staff, students or parents. Any requests for a copy of CCTV footage must be made to the Department’s Freedom of Information Unit, as set out below.

**Managing and securing the CCTV system**

The Principal or their nominee is responsible for managing and securing the CCTV system including:

1. operation of the CCTV system and ensuring it complies with this policy
2. considering the appropriate location and use of cameras and method for storing CCTV footage
3. maintaining and upgrading cameras when required.

**Ownership of CCTV footage**

The Department owns our school’s CCTV systems and CCTV footage.

#### Disclosure of CCTV footage

Our school may only disclose CCTV footage externally (external to DET, including our school) as described in this policy or otherwise when permitted by law (refer Appendix 3).

#### Storage of Footage

CCTV footage is kept for no more than 28 days. 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.

#### Access to information held

Anyone wishing to access information about them held by our College (on behalf of DET), including any CCTV footage, should first contact the Principal at Mount Clear College. Further access provisions are available at:

Freedom of Information Unit  
Department of Education and Training  
GPO Box 4367  
MELBOURNE VIC 3001  
Email: [foi@edumail.vic.gov.au](mailto:foi@edumail.vic.gov.au)

#### Further Information and Resources

- School Policy and Advisory Guide: [Security Risk Management](#)
- School Privacy Policy

#### Review Cycle and Evaluation

Date Created	July 2018
Approved By	School Council
Approval Date	16 October 2018
Author	Assistant Principal
Responsible for Review	Assistant Principal
Review Date	July 2020
References	DET's <ul style="list-style-type: none"><li>• School Policy and Advisory Guide: <a href="#">Security Risk Management</a></li><li>• School Privacy Policy: <a href="https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx">https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx</a></li></ul>

Appendix 1 Record of Viewing by Authorised Mount Clear College Staff

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***Date and Time Image Viewed***

Date: .....

Time: .....

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***Name of Person/s Viewing the Image***

Name:

Title/ Position of Responsibility:-

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***Reason for the viewing***

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***Summary of footage / Cameras viewed***

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***Signature:***

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***Date:***

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***This form will be filed and Archived in accordance with Records and Information Management Requirements***

<http://www.education.vic.gov.au/school/teachers/management/Pages/records.aspx>

Appendix 2 Notice of CCTV camera to alert people to the presence of the camera



Appendix 3 Disclosure of CCTV footage

**FOOTAGE PROVIDED TO VICPoI**

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***Date and LEDR Number***

Date: .....

LEDR :.....

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***Name of Person/s Viewing the Image***

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***Reason for Providing Footage***

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***Summary of footage / Cameras Provided***

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***Signature:*** .....

***Date:*** .....

***This form will be filed and Archived in accordance with Records and Information  
Management Requirements***

<http://www.education.vic.gov.au/school/teachers/management/Pages/records.aspx>