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***“A united community where everybody has responsibility in preparing youth for their future.”***

**CHALLENGE**

**EMPOWERMENT**

**RESILIENCE**

**RESPECT**

# CCTV Policy

## 2015-2016

### **AIM**

The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Euroa Secondary College

*Ratification by School Council:  
Review date: December 2016*

## **RATIONALE**

The purpose of the CCTV system at Euroa Secondary College is to provide staff, students, and visitors with a safe environment in which they can work and study.

The provision and use of Closed-Circuit Television (CCTV) supports the maintenance of this secure environment by ensuring an appropriate level of surveillance of staff, students, and visitors to the building. It also provides enhanced capability to protect Euroa Secondary College assets against vandalism and theft. The visual presence of CCTV cameras provides a strong deterrence against inappropriate behaviour, and will often serve to reassure students that they are protected whilst within the College.

This policy details the way that the CCTV system will operate in providing that security, whilst ensuring that the privacy of individuals is protected in accordance with the Euroa Secondary College “*Privacy Policy*” and applicable legislation.

## **DEFINITIONS**

### **College Approach and Use**

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Closed-Circuit Television operates through the use of dedicated cameras to transmit a video image to a specific set of monitors and school devices. Access to the images shown on these monitors is available to authorized persons from Euroa Secondary College staff who use the material for one of the following security purposes:

1. To prevent, deter and detect contravention of the Student Engagement Policy
2. Collect information on any incident that breaches the college Student Engagement Policy.
3. The provision of visual coverage for the management of emergencies.

Access to the CCTV recorded footage is limited to authorized staff, authorized Police and Security Personnel with a legitimate reason to view and/or otherwise use the captured footage, including the provision of evidence in support of prosecution of criminal or illegal behaviour.

Authorisation to review any footage will be given to relevant parties (in the case of unauthorised staff) on a case by case basis which will be determined at the discretion of the Principal Class Team. In the instance, footage is required to be viewed in an area where a Euroa Secondary College staff member may be undertaking the operations of their role, the Principal will be consulted.

Any use of this system or material produced which is frivolous, or for private purposes, or is otherwise inconsistent with the purpose and procedures outlined within this policy will be considered gross misconduct, and disciplinary action will be taken against anyone in breach of this policy.

Appropriate signage must be in place to notify all persons entering Euroa Secondary College that CCTV cameras are in use, and accordingly that they may be filmed during their visit. The wording of this signage is to be as follows:

**WARNING: 24HR Video Surveillance by Caught in the Act. D.O.E (03) 9589 6266**

In general, installation of CCTV cameras in Euroa Secondary College will be limited to places such as the entrances to the school, corridors and locker areas and computer labs. In accordance with applicable legislation, cameras will not be used to capture or view private activities unless clear and obvious signage is placed within the area in which the activities take place. Cameras will not be installed in private areas such as toilets, change rooms, staff rooms or to monitor student or staff performance. Hidden or covert cameras are also prohibited.

The planning and design has endeavoured to ensure that the scheme will give maximum effectiveness and efficiency, but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

### **Management Responsibility**

Euroa Secondary College Assistant Principal has the responsibility as CCTV Manager for the ongoing management of the CCTV system. The CCTV Manager is charged with:

1. Controlling the operation of the CCTV system to ensure that it is within the requirements of Government legislation and Euroa Secondary College policies;
2. Providing advice on the location of and utility of cameras and storage mediums;  
and
3. Supporting the maintenance and upgrade of the cameras where necessary.

A regular review program will also be undertaken to ensure that existing cameras are situated in the most appropriate locations, and are correctly installed so as to ensure the most effective coverage. This review will also assess the effectiveness of the coverage provided by the network, and make recommendations to the School Principal and School Council for any further improvement of its capabilities.

### **Operating Staff Rules**

All persons involved in the operation of the CCTV system are expected to exercise care to ensure appropriate viewing of cameras and to prevent improper disclosure of the recorded material. Principal class members, Leading Teachers and Student Managers' are authorized by this policy to access footage via a request to the CCTV Manager. In the case of Leading Teachers and Student Managers, the request must be made via a member of the Principal Class. All persons in these positions must view the footage from the main viewing system in the CCTV Manager's office or the Business Managers office. All requests will be delivered to the requesting person within 24 hours or sooner if possible. The request must contain the following information:-

- Date of the incident.
- Time of the incident.
- Location of the incident.
- Reason why the viewing has been requested
- Possible names of the people involved (if possible)

All staff have the right to make a request to view footage for an investigation where they believe a breach of the Student Engagement Policy has been made. They will do this by making an application through one of the Principal class listed above. The request must include the information listed in the above process. This footage will then be viewed by both the requesting teacher and the person acting upon the request. How the footage will be used, if at all, will then be determined by both parties viewing the footage. Records of all viewings will be recorded using Appendix A.

All staff will be briefed on the requirements of this policy, along with details of Euroa Secondary College Privacy Policy, and advised that disciplinary procedures will apply in the event of any inappropriate actions.

### **Storage of Footage**

Electronic media is stored depending on memory space available. If no request has been made to view or access footage during this footage will be saved as necessary on the CPU in the CCTV Manager's office. Footage that has not been required to view will be discarded when the need for storage space dictates.

### **Access to and disclosure of images to third parties.**

All employees should be aware of the restrictions set out in this policy in relation to access to, and disclosure of, recorded images.

1. Access to recorded images will be restricted to those persons who need to have access in order to achieve the purpose(s) of using the CCTV equipment.
2. All access to the medium on which the images are recorded should be documented according to appendix A.
3. Disclosure of the recorded images to third parties should be limited to the following classes of persons/agencies.
  - *Law enforcement agencies, where the images recorded would assist in a specific enquiry;*
  - *Law enforcement agencies where the images would assist a specific criminal enquiry;*
  - *Relevant legal representatives*
4. Recorded images will not be made more widely available – for example they should not be routinely made available to the media or placed on the Internet.
5. If it is believed that images be made more widely available, the decision will be made by the Principal in consultation with the DET Legal Unit and the reason for that decision will be documented.
6. No recordings will be made available to any parent of the Euroa Secondary College community that involves children other than their own, unless summoned/subpoenaed.

### **Related Documents.**

- *Education and Training Reform Act 2006 (Vic)*
- *Freedom of Information Act 1982 (Vic)*
- *Information Privacy Act 2000 (Vic)*
- *Euroa Secondary College Privacy Policy*
- *Euroa Secondary College Student Engagement Policy*

**APPENDIX A**

**C.C.T.V. – Euroa Secondary College**

**RECORDING OF VIEWING BY AUTHORISED SCHOOL STAFF**

**Date and Time Image Viewed:**

Date:..... Time:.....

**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 viewed:**

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**Follow up action:**

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**Signature of staff member viewing footage.....**

**Authorised school staff member.....**