



# Warracknabeal Secondary College

## Closed Circuit TV/Security Camera Policy

**Child Safety statement:** Warracknabeal Secondary College is committed to child safety (Ministerial Order No. 870) and takes all reasonable steps to ensure that the safety of our students is paramount.

### **Rationale:**

The use of closed circuit television (CCTV) is an effective tool to detect and deter criminal and other unwanted activities. The use of CCTV also raises a number of legal, privacy and workplace relations issues, which must be properly managed.

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 they are protected when on school grounds.

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

### **Aims:**

- To create a safe and inclusive environment free from crime and other unwanted activities
- To operate CCTV as a tool to prevent issues, accurately report and respond to issues
- To comply with our obligations and responsibilities to staff, students, Department of Education and Early Childhood Development and the school community.
- To comply with relevant legislation including the [Surveillance Devices Act 1999 \(Vic\)](#)

### **Implementation:**

- School Council will nominate the principal as the person authorised to manage and view any recordings, who will establish a process for senior staff to manage and view recorded information that ensures the confidentiality and security of any recordings
- Surveillance data will be viewed when there is a reasonable belief that an incident has occurred and that the data may assist in fulfilling our duty of care obligations or effectively managing an incident
- In all circumstances where criminal activity is detected from surveillance data, both the Police and SSU will be notified immediately.
- Investigation of criminal activity will not be undertaken by school administrators or school council
- Surveillance data will not be supplied to third parties, including school staff and contractors, without the explicit permission of those who have been recorded and/or other advice from police, SSU, DET Legal Services Unit
- The school will provide appropriate warning signs indicating to the community that areas are monitored by CCTV surveillance equipment.
- CCTV will not be used for:
  - Monitoring the work performance of staff or students
  - Use in toilets, showers, change rooms or staff rooms
- There will not be a concealed or covert camera in any location
- CCTV will not be used to monitor public places from school sites.

### **How will CCTV footage be used?**

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

1. prevent and verify incidents involving:

- a. **criminal behaviour** – of anyone on school grounds
  - b. **staff misconduct**
  - c. **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.
2. verify **other incidents** – involving students, staff and visitors. For example, incidents in which a person has sustained injury, loss or damage on school premises.
  3. 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**.

In all circumstances where criminal activity is detected from surveillance data, both the Police and SSU will be notified immediately. Investigation of criminal activity will not be undertaken by school administrators or school council

### **How will CCTV not be used?**

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

### **Where CCTV cameras in our school are located?**

- school entrances
- corridors
- locker areas
- ICT Areas
- ovals
- playgrounds.

### **Notice of CCTV camera Activity**

A notice is located near each CCTV camera which alerts people to the presence of the camera and this CCTV school policy.

### **Access to CCTV footage**

CCTV footage is only accessed for the purposes set out above at 'How will CCTV footage be used?' and only by the following people:

- **Principal and Assistant Principal** and required **IT Personnel**
- **central and regional Department** staff, when required to assist the school for an above purpose
- any other people permitted by law (i.e. Victorian Police)

### **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. 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 Information Management Unit, as set out below.

### **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 the Department, including our school) as described in this policy or otherwise when permitted by law.

### **Managing and securing the CCTV system**

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

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

### **Storage of Footage**

CCTV footage is kept for no more than 31 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. Incident Footage is to be kept separately and securely According to the CCTV Retention Table Attached Below -

<b>Situation</b>	<b>Record Type</b>	<b>Life-Span</b>	<b>RDA Number</b>
A teacher returns to school on a Monday morning and discovers her classroom has been broken into. Computers and tech equipment are missing. The principal views the CCTV footage of the area to ascertain what happened. The equipment was stolen by an unknown third party. The <b>criminal act</b> was recorded on CCTV and therefore becomes an <b>"incident record"</b> . The school notifies police and is required by law to provide them with the relevant footage.	Incident record	1 year	01/01
A student is prone to aggressive outbursts. CCTV footage of an aggressive episode is shown to the parent and the school's Student Support Officer. The footage is used to help her to understand the student's behaviour so that she can develop an Individual Learning Plan. This helps the school to fulfil the <b>duty of care</b> owed to both the student and his peers. The footage therefore becomes a <b>"welfare record"</b> .	Suspension and welfare record	1 year	01/01
A student is reported to have been dealing drugs on school grounds. This is both <b>criminal and inappropriate behaviour</b> . CCTV footage is used to show the parents of the student an alleged exchange. A decision is made to expel the student and as the footage was used to help to inform the decision, it becomes an <b>"expulsion record"</b> .	Expulsion record	1 year	01/01
A report is received that a staff member was smoking on school grounds. CCTV footage is relied on as <b>evidence of staff misconduct</b> and therefore the footage must be retained on that staff member's <b>personnel file</b> .	Personnel Files	50 years	07/01 (12.5.2)
During a school fete, an attendee slips and falls on school grounds, alleging that their ankle was caught in a pothole. CCTV footage is used to <b>verify the location of the accident</b> and therefore the footage becomes an <b>"accident record"</b> .	Accident records	20 years	01/01
A student is injured playing soccer in the playground. There is a suggestion that he may have been pushed by another	Accident record	20 years	01/01

student, though he also may have tripped. CCTV footage is used to <b>ascertain what happened</b> , though a conclusive decision cannot be made. The footage can be either an <b>“incident”</b> or <b>“accident”</b> record, and therefore must be retained for the longer period.			
A swarm of bees has gathered in the school playground and a number of students have severe allergies. The principal decides to initiate an <b>emergency</b> lockdown of the school until the bees are removed from the premises. CCTV footage is used to provide the principal with visual coverage of the playground and therefore becomes an <b>“incident”</b> record.	Incident record	7 years	01/01

### **Supporting Legislation**

- [Surveillance Devices Act 1999 \(Vic\)](#)
- [Information Privacy Act 2000 \(Vic\)](#)
- [Public Records Act 1973 \(Vic\)](#)
- [Private Security Act 2004 \(Vic\) CCTV Surveillance Camera Policy](#)
- [Freedom of Information Act 1982 \(Vic\)](#)
- [Evidence Act 2008 \(Vic\)](#)
- [Charter of Human Rights and Responsibilities Act 2006](#)

**Evaluation:** This policy will be reviewed as part of the school’s three-year review cycle.

### **Ratified by School Council**

Date: February 18<sup>th</sup> 2020

### **Signed**

Principal:



School Council President:

