



WANGARATTA
HIGH SCHOOL

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CCTV Security Camera Policy

Date Implemented	October,2017
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Approved By	Wangaratta High School Council
Approval Authority (Signature & Date)	
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Responsible for Review	School Principal
Review Date	August 2020

AIM

The purpose of this Policy is to regulate the management, operation and use of the Closed-Circuit Television (CCTV) system at Wangaratta High School.

RATIONALE

The purpose of the CCTV system 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 School 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 how the CCTV system will operate in providing that security, whilst ensuring that the privacy of individuals is protected in accordance with applicable legislation.

IMPLEMENTATION

1. School Approach and Use

Closed-Circuit Television (CCTV) operates through the use of dedicated cameras to transmit a video image to a specific set of monitors and secondary devices. Access to the images shown on these monitors is available to authorized persons from Wangaratta High School staff who use the material for one of the following security purposes:

- 1.1 To prevent, deter and detect contravention of the School Acceptable Behaviour Guidelines
- 1.2 Collect information on any incident that breaches the above mentioned guidelines
- 1.3 The provision of visual coverage for the management of emergencies and/or critical incidents

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 Wangaratta High School 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 Wangaratta High School that CCTV cameras are in use, and accordingly that they may be filmed during their visit. This signage will be as follows:



In general, installation of CCTV cameras in Wangaratta High School 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, however, understanding that it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

2. Management Responsibility

Wangaratta High School has the responsibility for the ongoing management of the CCTV system. The Principal and Business Manager will:

- 2.1 Control the operation of the CCTV system to ensure that it is within the requirements of Government legislation and Wangaratta High School policies;
- 2.2 Provide advice on the location of and utility of cameras and storage mediums; and
- 2.3 Support 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 School Council for any further improvement of its capabilities.

3. 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 Principal or Business Manager. 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/where possible)

All staff have the right to make a request to view footage for an investigation where they believe a breach of the School Behaviour Guidelines has been made. They will do this by making an application to the Principal or Business Manager. 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 and advised that disciplinary procedures will apply in the event of any inappropriate actions.

4. 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.

- 4.1 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.
- 4.2 All access to the medium on which the images are recorded should be documented according to appendix A.
- 4.3 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
- 4.4 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.
- 4.5 If it is believed that images should be made more widely available, the decision will be made by the Principal in consultation with the DEECD Legal Unit and the reason for that decision will be documented. No recordings will be made available to any parent or student of the School 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)*
- *Daylesford Secondary College Privacy Policy*
- *Daylesford Secondary College Whole School Expected Behaviour Guidelines and Inappropriate Behaviour Guidelines*

APPENDIX A

C.C.T.V. – Wangaratta High School

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/s viewing footage.....

Date:

Authorised school staff member/s.....

Date: