|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | |  |   Logo  Description automatically generated | **EMERALD**  **SECONDARY COLLEGE** | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

CCTV POLICY

**Help for non-English speakers**

If you need help to understand the information in this policy, please contact Emerald Secondary College on (03) 5968 5388 or email [emerald.sc@education.vic.gov.au](mailto:emerald.sc@education.vic.gov.au)

## **Purpose**

This Policy explains the management, operation and use of the closed circuit television (CCTV) system at Emerald Secondary 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:

* Victorian government [Schools’ Privacy Policy](https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx) (applies to all Victorian government schools)
* the Department’s [Security Risk Management](https://www.education.vic.gov.au/school/principals/spag/management/pages/security.aspx) 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 provides enhanced capability to protect our school’s assets against vandalism and theft. CCTV strengthens our school’s security by providing an appropriate level of surveillance on school grounds and assists our school to take all reasonable steps to prevent reasonably foreseeable harm on school premises (duty of care). 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.

**Use of CCTV**

Consistent with our school’s obligations set out above, Emerald Secondary 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 use CCTV footage of incidents to help inform decisions about student management
* 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

In limited circumstances live CCTV footage may also be viewed by our school or Department staff. For more information please refer to the Department’s policy: [CCTV in Schools – Installation and Management (CCTV Policy).](https://www2.education.vic.gov.au/pal/cctv-in-schools/policy)

**CCTV cameras are NOT:**

* hidden or covert except in limited circumstances and in accordance with the Department’s [CCTV policy](https://www2.education.vic.gov.au/pal/cctv-in-schools/policy).
* located in private areas such as toilets, changing rooms, dressing rooms, showers, or other areas where individual privacy is paramount
* used to monitor student or staff work performance

**Location of CCTV cameras in our school**

In our school, CCTV cameras are located in:

* school entrances
* corridors
* locker areas
* computer lab
* ovals
* playground
* main Office
* carpark
* STEM lab
* building entrances
* gymnasium
* basketball courts
* Sheds

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

**Access to CCTV footage**

CCTV footage is only accessed for the purposes set out in this policy (see ‘Use of CCTV footage’) and only by the following people:

1. the principal or nominee, including people explicitly authorised by the principal
2. central and regional Department staff, when required to assist the school for an above purpose
3. any other people permitted by law.

**Request to view footage**

When using CCTV for the purposes listed in this policy under the heading ‘Use of CCTV’ and only when appropriate, the principal may show specific footage of an incident to those directly involved, including relevant staff, students and/or their parents.

* the principal considers it appropriate and necessary in order to support parents to understand the specifics of an incident that has taken place so they can provide appropriate support to their child or for a staff member to better understand an incident
* it would not cause a health, wellbeing or safety risk to any other person
* it would not be an unreasonable intrusion into another person’s privacy.

Please note, our school cannot provide copies of CCTV footage to staff, students or parents The Department must be contacted where these requests are made. Please refer to the Department’s [CCTV Policy](https://www2.education.vic.gov.au/pal/cctv-in-schools/policy).

**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 of Education and Training (the Department) owns our school’s CCTV systems and CCTV footage.

**Disclosure of CCTV footage**

Our school may only disclose CCTV footage externally (i.e. external to the Department) as described in this policy or otherwise when permitted by law.

**Storage of Footage**

CCTV footage is stored locally on the school’s server.

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.

Where CCTV footage has been used to verify an incident or where it is required to be retained for legal reasons, our school will manage and securely retain the footage in accordance with the retention requirements set out in the Department’s [Records Management Policy](https://www2.education.vic.gov.au/pal/records-management/policy).

**What if you have questions?**

For more information of how our school may use the CCTV system and who may access the footage, please see the Department’s [CCTV Policy](https://www2.education.vic.gov.au/pal/cctv-in-schools/policy).

If you have any questions or concerns regarding the use of the CCTV system in our school, please contact the school to discuss: Jarrad Donders, 5968 5388, [Jarrad.Donders@education.vic.gov.au](mailto:Jarrad.Donders@education.vic.gov.au)

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)

**COMMUNICATION**

This policy will be communicated to our school community in the following ways

* Included in staff induction processes
* Available publicly on our school’s website
* Discussed at staff briefings/meetings as required
* Discussed at parent meetings as required
* Made available in hard copy from school administration upon request

## **Further information and resources**

* School Policy and Advisory Guide: [Security Risk Management](http://www.education.vic.gov.au/school/principals/spag/management/Pages/security.aspx)
* School Policy and Advisory Guide:[Photographing and Filming Students](https://www.education.vic.gov.au/school/principals/spag/safety/pages/photoandfilm.aspxhttps:/www.education.vic.gov.au/school/principals/spag/safety/pages/photoandfilm.aspx)
* [Schools’ Privacy Policy](https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx)

**POLICY REVIEW AND APPROVAL**

|  |  |
| --- | --- |
| Policy last reviewed | 19/04/23 |
| Approved by | School Council |
| Next scheduled review date | 19/04/2025 |