



PATTERSON LAKES PRIMARY SCHOOL

No. 5190

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P.O. Box 330, Patterson Lakes, 3197

Principal: Carole Mayes

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CLOSED CIRCUIT TELEVISION (CCTV) POLICY

RATIONALE

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.

AIMS

- To increase personal safety of students, staff and visitors using the OSHC program
- To comply with our obligations and responsibilities to the Department of Education and Training (DET) and the school community
- To protect the school buildings and their assets
- To assist police in identifying, apprehending and potentially prosecuting offenders

GUIDELINES

- The CCTV system has been approved by the Department's Incident Support and Operations Centre, and the school has ensured that the installation of CCTV does not contravene Privacy legislation.
- The Department of Education and Training owns our school's CCTV systems and footage. It is accessible to central and regional Department staff and any other person permitted by law.
- The CCTV system guidelines are in line with the 'Victorian Ombudsman's Guidelines for developing Closed Circuit Television policies for Victorian Public Sector Bodies'.
- Consistent with our school's obligations set out above, Patterson Lakes Primary School may use CCTV cameras to:
 - a) 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
 - b) verify other incidents – involving students, staff and visitors, e.g. incidents in which a person has sustained injury, loss or damage on school premises
 - c) to provide the principal with visual coverage during emergencies
- The CCTV system comprises of four mini dome fixed cameras. Two are located in the Hall foyer, one at the rear of the Hall above the industrial bin and one in the office area of the school's main building. All cameras are controlled from the school office.
- CCTV information will not be stored or backed up unless an incident has occurred which warrants doing so.
- 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.
- The CCTV will be managed by the Principal and Assistant Principal.
- Surveillance images will be viewed by the Principal Class as required. Further access requires authority from the Principal.
- Surveillance information will only be accessed if there is a reasonable belief that an incident has occurred and that the surveillance information may assist in identifying what has occurred and who may be involved.
- Surveillance footage will be provided to the Victorian Police if requested to assist in investigations.
- The areas where cameras are located will be clearly identified by warning signs with the message: 'These premises are protected by video surveillance'.
- The school community will be notified of the use of CCTV through the newsletter and/or Compass at the commencement of each year.

- Staff approved by the Principal to operate security CCTV equipment will undertake training and induction on the physical operation of the system and use of the recorded information particularly compliance with the various legislative requirements.
- Whilst CCTV is recognised as an effective means of preventing crime, CCTV will not monitor work performance of staff.
- The CCTV system will operate 24 hours each day, every day of the year, recording all activity.
- This policy is consistent with:
 - Victorian government [Schools' Privacy Policy](#) (applies to all Victorian government schools)
 - the Department's [Security Risk Management](#) policy
 - Victorian privacy law
- Any complaints about the school's CCTV system will be addressed to the Principal.
- The school cannot give copies of CCTV footage to staff, students, parents or any other parties. Any requests for a copy of the school's CCTV footage must be made to the Department's Freedom of Information Unit.
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EVALUATION

This policy will be reviewed as part of the school's three-year review cycle.


RESOURCES

- Victorian Ombudsman's Guidelines for developing Closed Circuit Television policies for Victorian Public Sector Bodies - November 2012.
- CCTV Guidelines - Emergency Management & Security Services.
- School Policy and Advisory Guide: [Security Risk Management](#)
- School Policy and Advisory Guide: [Photographing and Filming Students](#)
- [Schools' Privacy Policy](#)

CERTIFICATION

This policy was ratified at the School Council meeting held at Patterson Lakes Primary School, June 19, 2019.

Signed.....


School Council President

Signed.....


Principal