



## **Closed Circuit Television (CCTV) Policy**

**2022**

**Ratified by School Council on December 2022**

**To be reviewed 2025**

**Produced in consultation with the school community**

## **1.1 Kalianna CCTV Policy**

This policy regulates the installation, management and responsible use of the closed circuit television (CCTV) system at Kalianna Special School.

This policy is consistent with:

- Our school's privacy policy
- The Department's "Security Risk management" and "Information Privacy" policies
- Victorian privacy law.

This policy will be communicated to all families in the school community by the following means:

- Being published on our school website
- Being available in hardcopy at the front office
- Being provided in hardcopy to a parent should they wish to have a copy
- Having links to the policy periodically published on our social media communication platforms including Facebook.

This policy will be due for review in 2025.

## **1.2 Purpose**

The CCTV system exists to ensure the school environment is safe and secure, and to assist schools to fulfil their duty of care to students, staff and visitors.

CCTV strengthens the schools security by providing an appropriate level of surveillance of staff, students and visitors on school grounds. CCTV provides enhanced capacity to protect the school's assets against vandalism and theft. The presence of CCTV cameras deters inappropriate behaviour and reassures students that they are protected when on school grounds.

This policy describes how the CCTV system will provide that security, consistent with Victorian privacy law.

## **1.3 CCTV Usage**

The school may use CCTV to:

1. Prevent, detect, monitor and review:
  - 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.

2. Verify incidents involving students
3. Provide the Principal with visual coverage during emergencies.

#### **1.4 Prohibited CCTV locations**

CCTV cameras are not:

- Hidden or covert
- Located in private areas such as toilets, changing rooms, classrooms or staff rooms
- Used to monitor the quality of teaching.

#### **1.5 CCTV camera locations**

CCTV Cameras are located in the following areas of Kalianna Special School.

Location	Number of CCTV Cameras
Primary Wing	10
Middles Wing	16
Senior Wing	10
Reception/ MPR/ Library	14

#### **1.6 Notification**

A notice is located in the reception area notifying staff, students, visitors, contractors and/or the general community that CCTV is in operation.

#### **1.7 Accessibility**

CCTV footage may only be accessed for the purpose set out in Section 1.3 and only by the following people:

1. The Principal or nominee, including people explicitly authorised by the principal, for example:
  - Members of the schools IT department
  - Members of the Leadership team
2. Department's Security and Emergency Management Division authorised staff
3. Any other people permitted or required by law.

#### **1.8 Live CCTV Footage**

When footage is required, each occasion must be recorded in the [CCTV Recorded](#)

## [and Viewed Footage Register](#)

CCTV footage may be used by authorised staff to:

1. Provide situational awareness of incidents that pose a risk to health or safety of the school community or following a school security alarm activation or other trigger.
2. Monitor for activities that pose a risk to the health or safety of the school community or to property where:
  - there is a reasonable belief that an incident will occur
  - monitoring the CCTV live footage will help to identify the persons involved and/or support the school or Department to reduce the risk of the incident occurring or reoccurring
3. Provide the Department with visual coverage during emergencies

### **1.9 Recorded CCTV Footage**

Recorded CCTV footage may be used by authorised school or Department staff to:

- prevent, verify and investigate 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 and investigate other incidents involving students, staff or visitors (for example, incidents in which a person has sustained injury, loss or damage on school premises)
- support school leadership with incident review and debriefing.

The Employee Conduct Branch must be consulted prior to the use of CCTV footage for staff misconduct or discipline related matters.

Live or recorded CCTV footage may only be disclosed externally (external to the Department) as described in this policy or otherwise when permitted or required by law.

When using CCTV for the purposes listed in this policy under the heading 'CCTV Usage, the principal may show specific footage of an incident to those directly involved, including relevant staff, students and/or their parents, provided:

- 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 and
- it would not be an unreasonable intrusion into another person's privacy.

Kalianna School cannot give copies of CCTV footage to staff, students or parents. Any parent, student or staff request for a copy of CCTV footage must be made to the Department's Freedom of Information Unit.

### **1.10 Responsibility**

The Principal or their nominee is responsible for managing 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 the cameras and method for storing CCTV footage
3. Maintaining and upgrading cameras when required.

### **1.11 Storage of Footage**

CCTV footage is securely retained for 31 days. If there has been no request to view the footage or access footage during this period, the footage will be deleted.

Where the CCTV footage has been accessed or there has been a request to access, schools must manage these records in accordance with the retention requirements set out in the Department's policy: [Records Management – School Records](#).

### **1.12 Complaints**

Parent complaints relating to CCTV systems should be managed in accordance with the Department's [Parent Complaints Policy](#) and the Kalianna Complaints Policy. Complaints from other members of the community can be managed by the school, with support and advice from the Security Unit or can be referred directly to the Security Unit for response.