

TERANG COLLEGE

CCTV

POLICY (Operations)

1. RATIONALE

- 1.1. This policy explains the management, operation and use of the closed-circuit television (CCTV) system at Terang College.
- 1.2. This policy applies to the installation of CCTV cameras on College grounds and the use and disclosure of any footage produced by those cameras.
- 1.3. This policy is consistent with: Victorian government Schools' Privacy Policy (applies to all Victorian government schools), the Department's Crime Prevention in Schools policy and Victorian privacy law.

2. AIM

- 2.1. Terang College have an obligation to ensure the College environment is safe and secure, and fulfil duty of care to students, staff and visitors. The CCTV system exists to assist the College to fulfil these obligations and to prevent and manage other inappropriate behaviour on College grounds.
- 2.2. CCTV provides enhanced capability to protect our College's assets against vandalism and theft. CCTV strengthens our College's security by providing appropriate level of surveillance on school grounds and assists our College to take all reasonable steps to prevent reasonably foreseeable harm on College 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 College grounds.

3. IMPLEMENTATION

- 3.1. This policy describes how our CCTV system does this, consistent with Victorian privacy law.
- 3.2. Use of CCTV
 - 3.2.1. Consistent with the College's obligations set out above, Terang College may use CCTV cameras to:
 - 3.2.2. Prevent and verify incidents involving:
 - 3.2.2.1. Criminal behaviour – of anyone on College grounds
 - 3.2.2.2. Staff misconduct
 - 3.2.2.3. Other inappropriate behaviour – including of students, staff, visitors or members of the public. For example, this means the College may use CCTV footage of incidents to help inform decisions about student management.
 - 3.2.3. Verify other incidents – involving students, staff and visitors (e.g. incidents in which a person has sustained injury, loss or damage on College premises)
 - 3.2.4. To provide the Principal with visual coverage during emergencies.
- 3.3. CCTV cameras are NOT:
 - 3.3.1. Hidden or covert
 - 3.3.2. Located in private areas such as toilets, changing rooms or staff rooms.
 - 3.3.3. Used to monitor student or staff work performance.
- 3.4. Location of CCTV cameras in our school
 - 3.4.1. In our College, CCTV cameras are located in:
 - 3.4.1.1. College entrances
 - 3.4.1.2. Corridors
 - 3.4.1.3. Locker areas
 - 3.4.1.4. Computer labs
 - 3.4.1.5. Ovals
 - 3.4.1.6. Playgrounds
 - 3.4.2. A notice is located near each CCTV camera which alerts people to the presence of the camera and this CCTV policy.
- 3.5. Access to CCTV footage
 - 3.5.1. CCTV footage is only accessed for the purpose set out in this policy (see 'Use of CCTV footage') and only by the following people:
 - 3.5.1.1. The Principal or Nominee, including people explicitly authorised by the Principal

- 3.5.1.2. Central and Regional Department staff, when required to assist the College for an above purpose.
- 3.5.1.3. Any other people permitted by law.
- 3.6. Showing footage to staff, students and/or their parents involved in incidents
 - 3.6.1. 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.
 - 3.6.2. This means that any person on College premises may be captured on CCTV footage of an incident that the Principal may subsequently show to staff, students and/or their parents.
 - 3.6.3. The College cannot give copies of CCTV footage to staff, students, parents or any other parties. Any requests for a copy of CCTV footage must be made to the Department's Freedom of Information Unit, as set out below.
- 3.7. Managing and securing the CCTV system
 - 3.7.1. The Principal or their Nominee is responsible for managing and securing the CCTV system including:
 - 3.7.1.1. Operation of the CCTV system and ensuring it complies with this policy.
 - 3.7.1.2. Considering the appropriate location and use of cameras and method for storing CCTV footage
 - 3.7.1.3. Maintaining and upgrading cameras when required.
- 3.8. Ownership of CCTV footage
 - 3.8.1. The Department of Education and Training (the Department) owns our College's CCTV systems and CCTV footage.
- 3.9. Disclosure of CCTV footage
 - 3.9.1. Our College may only disclose CCTV footage externally (i.e. external to the Department) as described in this policy or otherwise when permitted by law.
- 3.10. Storage of footage
 - 3.10.1. CCTV footage is kept for no more than 31 days. If the College 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.
 - 3.10.2. Where CCTV footage has been used to verify an incident or where it is required to be retained for legal reasons, our College will manage and securely retain the footage in accordance with records management requirements as issued by the Public Records Office of Victoria.
- 3.11. Access to information held about you
 - 3.11.1. To access information Terang College holds about you (on behalf of the Department), including any CCTV footage, please contact:
 - 3.11.1.1. Freedom of Information Unit
Department of Education and training
GPO Box 4367
MELBOURNE VIC 3001
Email: foi@education.vic.gov.au
- 3.12. This policy will be communicated to our College community in the following ways:
 - 3.12.1. Available publicly on our College's website.
 - 3.12.2. Included in staff induction processes and staff training.
 - 3.12.3. Included in staff handbook/ manual.
 - 3.12.4. Discussed at annual staff briefings/ meetings.
 - 3.12.5. Included in transition and enrolment packs.
 - 3.12.6. Discussed at parent information nights/ sessions.
 - 3.12.7. Reminders in our College newsletter.
 - 3.12.8. Hard copy available from the College Administration upon request.
- 3.13. Further information and resources
 - 3.13.1. The Departments Policy and Advisory Library: Crime Prevention in Schools
 - 3.13.2. The Department Policy and Advisory Library: Photographing, Filming and Recording Students
 - 3.13.3. School's Privacy Policy

4. EVALUATION

- 4.1. This policy will be reviewed as part of the College three-year review cycle

Approved by College Council on 21/02/2022