

CCTV POLICY

*The Currajong School takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures and practices meet all **Child Safe Standards as specified in Ministerial Order No. 1359 (2022)***

PURPOSE

This Policy explains the management, operation and use of the closed circuit television (CCTV) system at The Currajong School.

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:

- The Currajong School Privacy Policy
- Record Retention Policy
- Victorian privacy law

POLICY

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, our school may use CCTV cameras to:

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

CCTV cameras are NOT

- 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
- hidden or covert

Location of CCTV cameras in our school

In our school, CCTV cameras are located to oversee areas:

1. Courtyard Chess Board Area
2. Front Door Entry
3. Big Playground & Olive Street Gate
4. Big Playground & Cubby House
5. Teaching Building Main Entry
6. Rear Courtyard
7. Little Playground & External Classroom Doors
8. Little Playground
9. Sandpit

A notice is located near each CCTV camera, which alerts people to the presence of cameras.

Access to CCTV footage

CCTV footage is only accessed for the purposes set out in this Privacy Notice and The Currajong Schools CCTV Policy and only by the following people:

1. the Principal, Assistant Principal or nominee, including people explicitly authorised by the Principal.
2. any other people permitted by law.

Request to view footage

When using CCTV for the purposes listed under the heading 'Use of CCTV' 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
- it would not be an unreasonable intrusion into another person's privacy.

Storage of footage

CCTV footage is stored locally on the school's server or hard drive.

CCTV footage is kept for no more than 60 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 Currajong School's Record Retention Policy.

Approval date:	Approved by:	Next Review:
July 2024	Principal	July 2027



The Currajong School acknowledges the traditional owners of this country throughout Australia and their continuing connection to land and community. We pay our respects to them and their cultures and to the Elders past, present and emerging.