Closed Circuit Television (CCTV) Policy	SANDRINGHAM COLLEGE

1.   Purpose & Rationale

Sandringham College aims to provide a stable, safe and secure teaching and learning environment for all members of the school community. Sandringham College has installed Closed Circuit Television (CCTV) on school premises as a crime prevention strategy to reduce the opportunity for people to commit criminal activities on school premises. The provision of CCTV cameras supports the maintenance of this secure environment by ensuring an appropriate level of surveillance of assets against vandalism, graffiti, damage and theft. The visual presence of CCTV cameras provides a strong deterrent against inappropriate behaviours.

2.   Policy Goals

The purpose of the Sandringham College Closed Circuit Television (CCTV) Policy is to ensure that the management, operation and use of the CCTV installed at Sandringham College is regulated and compliant with DET and relevant legislation. CCTV cameras at Sandringham College are to be used for the detection/determent of vandalism, unauthorised entry to school buildings, theft and other unwanted activities. CCTV is prohibited for the monitoring of work performance of staff or students and where it impacts on the privacy of individuals.

3.   Implementation

3.1.   Approval and Installation

Sandringham College applied for and has received approval from the Manager, Security Services Division Department of Education (DET) for the installation and use of CCTV cameras on school premises. Sandringham College will comply with all requirements of DET including:

- Providing a plan indicating the location of CCTV cameras and warning signs;
- Providing details of the staff authorised to have access to the surveillance data;
- Providing details of the management and storage of surveillance data.

20 CCTV cameras have been installed across the Sandringham College premises:

- 10 are located on the Holloway Road Campus;
- 10 are located on the Bluff Road Campus.

All cameras will be operational at all times

Signs warning that a CCTV system is in use will be displayed on school premises.

Sandringham College has installed cameras in specific locations designed to provide maximum effectiveness and cover, however, it is not possible to guarantee that the system will detect and cover every incident that takes place. The placement of CCTV cameras will be reviewed regularly.

Sandringham College will ensure that the installed system complies with DET and legislative requirements and must not be hidden or covert.

3.2. Storage of Surveillance Data

Sandringham College CCTV surveillance data is held on secure servers on site and will be stored for at least 6 weeks (to provide cover for the Christmas vacation period). Sandringham College Information Technology Staff will manage the CCTV camera hardware and software.

3.3. Access to Surveillance Data

Access to the CCTV data is limited to authorised staff, authorised Police and Security Services Unit personnel with a legitimate reason, including:

- Reviewing data following an incident related to vandalism, unauthorised entry to school buildings, theft and other unwanted activities;
- Reviewing data following any emergency management or critical incident.

Surveillance data will only viewed if there is a reasonable belief that an incident has occurred and that the surveillance data may assist in identifying what has occurred and who may be involved.

Only the College Principal and Assistant Principals at Sandringham College are authorised to request and review the surveillance data. Authorisation to review any data will be made on a case by case basis which will be determined by the Principal Class Team.

Any use of the CCTV surveillance data which is frivolous, or for private purposes, or is inconsistent with the purpose and procedures outlined within this policy, will be considered misconduct and appropriate disciplinary action will be taken.

3.4. Requests to View Surveillance Data

All staff have the right to make a request to review surveillance data for an investigation where they believe an incident has occurred. Staff are required to make this application through a member of the Principal Class Team.

Any individual who wishes to review surveillance data will need to make a written request to the College Principal. The request must contain the following information:

- Date of the incident;
- Time of the incident;
- Location of the incident;
- Reason why the viewing has been requested.

Parents who wish to have CCTV footage of an incident reviewed may request this of a relevant staff member. The footage will then be reviewed by the authorised staff only and only in the case where the school has identified that the request has merit on the grounds of activities as indicated in 1.0.

3.5. Information to the School Community

The School Community will be informed regularly, via the Newsletter, that CCTV cameras operate on the Sandringham College, premises, however the location and times of operation of the cameras will not be specified.

At the commencement of the school year, Sandringham College staff will be advised that CCTV cameras are installed at the school, be provided with the CCTV Policy and have the opportunity to raise concerns or seek clarification.

3.6. Complaints/Concerns

Any complaints or concerns about the use of CCTV cameras at Sandringham College should be addressed in writing to the College Principal.

4. Monitoring & Review

This policy will be reviewed every three years or more frequently due to changes in DET regulations and the relevant legislation.

5. Definitions

CCTV – Closed Circuit Television

DET – Department of Education and Training

6. References

Related policies, department documents or websites

- School Policy and Advisory Guide (http://www.education.vic.gov.au)

7. Document Control

Policy Number	AA-000-00	Last Approval Date	
Policy Owner	School Principal	Approved By	School Council
Policy Reviewer		Next Review Date	

Review Frequency	Document Availability	Policy Delivery
☐ 1 Year ☐ 2 Years ☒ 3 Years ☐ As Required ☐ n/a	☒ College Website ☐ Student Compass ☐ Parent Compass ☐ Staff Compass ☒ Staff Information Drive ☐ Enrolment Pack	☒ Annual Staff Meeting ☐ Annual Parent Meeting ☐ Annual Student Meeting ☐ Annual School Assembly ☐ Per Semester Staff Meeting ☐ Per Semester Parent Meeting ☐ Per Semester Student Meeting ☐ Per Semester School Assembly ☐ Post-incident Staff Meeting ☐ Post-incident Parent Meeting ☐ Post-incident Student Meeting ☐ Post-incident School Assembly