

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

- acting as deterrent and reducing the likelihood of vandalism and theft
- deterring misconduct and inappropriate behaviour
- helping to verify incidents on school grounds to support an evidence-based response
- reassuring students, staff and visitors that they are protected when on school grounds.

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 and disclosure of any footage produced by those cameras 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.

This policy is consistent with:

- Victorian Government Schools Privacy Policy
- The Department's Security Risk Management policy
- Victorian privacy law

3. Implementation

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. The College will consult with, and take into account the views of the school council and other members of the school community before deciding to install CCTV.

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:

- Advising the school community through appropriate channels – including the newsletter, the College website and posted material within the school grounds.
- 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.

Signage

A notice is located near each CCTV camera which alerts people to the presence of the camera and this CCTV policy. All cameras will be operational at all times

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.

CCTV Privacy Notice

Sandringham College will also ensure that a privacy notice is placed on either the College website or Compass. This Privacy notice will include

- The purpose of the CCTV system
- Provide the location of the CCTV cameras
- Explain how to request a record of any footage
- Provide a link to this policy for further information on how the school may use the CCTV system and who may access the footage

3.2. Use of CCTV

Consistent with our school's obligations, Sandringham College may use CCTV cameras to:

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.

Verify other incidents – involving students, staff or visitors – including 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.

At Sandringham College CCTV cameras are not

- Hidden or covert
- Located in private areas such as toilets, changing rooms or staff rooms
- Used to monitor student or staff performance
- Installed in other areas where individual privacy is paramount

In addition to the prohibited locations of CCTV cameras above, CCTV footage must not be used by schools to

- Monitor non school facilities or public places
- To monitor staff performance
- For the purpose of covert surveillance

3.3. Storage of surveillance data

The Principal or their nominee is responsible for managing and securing the CCTV system including:

- The Operation of the CCTV and ensuring that it complies with the policy
- Considering the appropriate location and use of cameras and the method for storing CCTV footage
- Maintaining and upgrading the cameras when required.

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. If our school has not used CCTV footage 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 securely retain the footage in accordance with records management requirements as issued by the Public Records Office of Victoria.

3.4. Access to surveillance data

Access to the CCTV data is limited to authorised staff, DET representatives, authorised Police and Security Services Unit personnel for the reasons set out in this policy (see 3.2 Use of CCTV):

CCTV footage must only be accessed for the purposes set out in this policy and only by the following people:

- the principal and staff nominated by the principal
- authorised staff of the Department's Security and Emergency Management Division (including via remote access)
- any other people permitted or required by law.

Schools must record each occasion CCTV footage is accessed in the CCTV recorded and viewed footage register (DOCX)

Surveillance data will only be 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.

To access information our school holds about you (on behalf of the Department), including any CCTV footage, please contact:

Freedom of Information Unit
Department of Education and Training
GPO Box 4367

MELBOURNE VIC 3001
Email: foi@edumail.vic.gov.au

3.5. Requests to view surveillance data

CCTV footage may only be used for the following purposes.

Live CCTV footage

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

- 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
- 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

Note: Schools must contact the Security Unit for advice before monitoring CCTV footage in this manner

- provide the Department with visual coverage during emergencies.

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.

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.

When using CCTV for the purposes listed in this policy and only when deemed appropriate, the Principal may show specific footage of an incident to those directly involved, including relevant staff, students and/or their parents where

- 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.

Sandringham College may contact the Privacy Team or Legal Division for advice on when it may be appropriate and lawful to show students, parents or staff CCTV footage.

The school cannot give copies of CCTV footage to staff, students, parents or any other parties. Any requests for copies of CCTV footage must be made to the Departments Freedom of Information Unit, as set out below

Freedom of Information Unit

- Phone [03 7022 0078](tel:0370220078)
- Email foi@education.vic.gov.au

3.6. 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.

Sandringham College will also ensure that a privacy notice is placed on either the College website or Compass. This Privacy notice will include

- The purpose of the CCTV system
- Provide the location of the CCTV cameras
- Explain how to request a record of any footage
- Provide a link to this policy for further information on how the school may use the CCTV system and who may access the footage

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.

3.7. Ownership of CCTV footage

The Department of Education and Training owns our school's CCTV systems and CCTV footage.

3.8. Disclosure of CCTV Footage

Our school may only disclose CCTV externally (ie external to the Department) as described in this policy or otherwise when permitted by law.

3.9. 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 was last updated on May 2020. Please refer to the Sandringham Policy Schedule for the next review date.

5. Definitions

CCTV – Closed Circuit Television

DET – Department of Education and Training

6. References

This policy should be read in conjunction with the following school policies:

School Policy and Advisory Guide: [Security Risk Management](#)

School Policy and Advisory Guide: [Photographing and Filming Students](#)

[Schools' Privacy Policy](#)

Policy Number	SC-OP-07	Last Approval Date	September 2022
Policy Owner	Sandringham College	Approved By	School Council
Policy Reviewer	AP Facilities	Next Review Date	September 2024
Review Frequency	Document Availability	Policy Delivery	
<input type="checkbox"/> 1 Year <input type="checkbox"/> 2 Years <input checked="" type="checkbox"/> 3 Years <input type="checkbox"/> As Required <input type="checkbox"/> n/a	<input checked="" type="checkbox"/> College Website <input type="checkbox"/> Student Compass <input type="checkbox"/> Parent Compass <input checked="" type="checkbox"/> Staff Compass <input type="checkbox"/> Staff Information Drive <input type="checkbox"/> Enrolment Pack	<input type="checkbox"/> Annual Staff Meeting <input type="checkbox"/> Annual Parent Meeting <input type="checkbox"/> Annual Student Meeting <input type="checkbox"/> Annual School Assembly <input checked="" type="checkbox"/> Staff Handbook/Manual <input checked="" type="checkbox"/> Newsletter <input type="checkbox"/> Staff DL	