

Flemington Primary School

Closed Circuit Television (CCTV) Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact Flemington Primary School on 9376 7137 or email flemington.ps@education.vic.gov.au

Purpose and Rationale

Schools have an obligation to ensure the school environment is safe and secure, and fulfil a 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 illegal and inappropriate behaviour on school grounds. 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.

Policy

This policy explains the management, operation and use of the closed circuit television (CCTV) system at Flemington Primary School. 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:

- Victorian government Schools' Privacy Policy (applies to all Victorian government schools)
- Department of Education's Security Risk Management Policy
- Victorian privacy law

1. DEFINITIONS:

- **CCTV** - closed circuit television
- **School** - Flemington Primary School
- **Departement** - Department of Education and Training

2. ACTION GUIDELINES:

Use of CCTV

Flemington Primary School's CCTV system operates 24 hours per day. Consistent with our school's obligations and with Victorian government policy and law, Flemington Primary School may use CCTV cameras to:

1. Prevent and verify incidents involving:
 - a. criminal behaviour – of anyone on school grounds;
 - b. staff misconduct; and
 - c. other inappropriate behaviour – including of students, staff, visitors or members of the public – where emergency services involvement is/has been required.
2. To provide the principal with visual coverage during emergencies

CCTV cameras are NOT:

- hidden or covert
- located inside buildings
- located in private areas such as toilets, changing rooms or staff rooms
- used to monitor student or staff work performance

Location of cameras in our school

In our school, CCTV cameras are located in the Amphi, side of the school near the office, back of the Foundation classrooms, outside the OHSC building, at the main entrance and hall.

Access to CCTV footage

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

1. The Principal, Assistant Principal or nominee, including people explicitly authorised by the Principal.
2. Central and regional department staff, when required to assist the school for the purposes outlined in this policy.
3. Any other people permitted by law, including the police, where required

Disclosure of CCTV footage

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. This means that any person on school premises may be captured on CCTV footage of an incident that the principal may subsequently show to staff, students and/or their parents.

The school 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.

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

Ownership of CCTV footage

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

Storage of CCTV footage

CCTV footage is kept for no more than 60 days and is stored on an on-site hard-drive which is backed-up to the Department cloud server. 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 records management requirements as issued by the Public Records Office of Victoria.

Access to information held about you

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

RELATED POLICIES AND DOCUMENTS

- [PHOTOGRAPHING AND FILMING STUDENTS POLICY](#)
- [PRIVACY POLICY](#)
- School Policy and Advisory Guide: [Security Risk Management](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2020
Approved by	Principal
Consultation	August 2020
Next scheduled review date	Every 3 years