



# WILLIAMSTOWN PRIMARY SCHOOL

## Closed Circuit Television (CCTV) Policy

### 1. BACKGROUND

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.

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.

### 2. PURPOSE

This policy explains the management, operation and use of the closed circuit television (CCTV) system at Williamstown 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)
- the Department's [Security Risk Management Policy](#)
- Victorian privacy law

### 3. DEFINITIONS

**CCTV** means closed circuit television.

**School** means Williamstown Primary School.

### 4. IMPLEMENTATION

#### i) Use of CCTV

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

1. Prevent and verify incidents involving:
  - a) criminal behaviour – of anyone on school grounds.
  - b) staff misconduct.
  - 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

#### ii) Location of cameras in our school

In our school, CCTV cameras are located:

- On the eastern side of the Bluestone building, facing the basketball court (2 cameras)
- On the northern side of the Staff room, facing the outdoor learning space
- On the northern side of the Art room, facing the quadrangle
- On the northern side of the Science room, facing the vegetable garden
- On the southern side of the Science room, facing the entry
- On the eastern side of the Music room, facing under the shade sails

- On the north-western side of the French room, facing the Gallery
- On the south-western corner of the French room, facing the Bristol building
- On the south-western side of the Gallery, facing the deck

A notice is located near each CCTV camera which alerts people to the presence of the camera and this CCTV Policy.

**iii) 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.

**iv) Showing footage to staff, students and/or their parents involved in incidents**

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.

**v) Managing and security the CCTV system**

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

1. Operation of the CCTV system and ensuring it complies with this policy.
2. Considering the appropriate location and use of cameras and method for storing CCTV footage.
3. Maintaining and upgrading cameras when required.

**vi) Ownership of CCTV footage**

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

**vii) Disclosure of CCTV footage**

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.

**viii) Storage of footage**

CCTV footage is kept for no more than 60 days and is stored on a 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.

**ix) 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](mailto:foi@edumail.vic.gov.au)

**References:**

- School Policy and Advisory Guide: [Security Risk Management](#)
- School Policy and Advisory Guide: [Photographing and Filming Students](#)
- [Schools' Privacy Policy](#)

**12. REVIEW AND POLICY HISTORY**

This policy is due for formal review in August 2023 although it may be changed at any time as required after discussion with School Council and the Principal or if guidelines change.

**Policy History**

| <b>Version Approval Date</b> | <b>Summary of changes</b> | <b>VRQA Requirement</b> | <b>DET Mandated Policy</b>  | <b>School Council Input</b>                  |
|------------------------------|---------------------------|-------------------------|-----------------------------|--|
| August 2019                  | New policy                | No                      | Yes (for schools with CCTV) | Consultation required.<br>Approval required. |