



## *Cranbourne East Primary School*

# **Closed Circuit Television Camera Policy**

### **RATIONALE**

Cranbourne East Primary School is co-located on site with Cranbourne East Secondary College. As a result, the two schools have some shared facilities, including sporting ovals and the gymnasium. Cranbourne East Secondary College have installed CCTV cameras in and around their schools grounds, including the shared gymnasium. This decision impacts on Cranbourne East Primary School as students, staff, parents and visitors entering the gymnasium will be filmed by the CCTV camera located within.

### **GUIDELINES**

- **CCTV cameras are not located in any areas of the primary school other than the gymnasium.** All other camera locations referred to in this policy are specific to the secondary college only.
- CCTV cameras within the secondary college environment and shared gymnasium will monitor the inside and outside of the buildings according to Department of Education Policies and Guidelines.
- The video from the cameras is stored on a hard drive that can only be accessed by the following nominated secondary college staff with the intention of gaining the identity of individuals who can assist with further investigations into incidents concerning vandalism and safety at the secondary college. The footage will be viewed by a minimum of two of these designated staff at any given time.
  - Principal
  - Assistant Principals
  - Team Leaders
- The Cranbourne East Primary School Principal and/or Assistant Principals may be invited to view this footage should it be deemed appropriate.
- Video is stored on a hard drive and cannot be made public in any way or allowed to be shown to any other staff member other than those listed above. On request, video footage will be handed to members of the Victorian Police Force to assist them with an investigation.
- A register is kept recording who has accessed the video, for what reason and when the viewing occurred. This will be stored in the college strong room and is to be signed and dated by both staff viewing the footage.
- The CCTV cameras can only be used to monitor corridors, locker bays, the foyer, the gymnasium and the ICT Technicians room in accordance with DET Guidelines.
- CCTV cameras are not to be used in toilets, change rooms, showers, classrooms, staff offices or other areas where individual privacy is paramount.
- Closed circuit television systems cannot be used for the following purposes;
  - Monitoring individual work performance of staff and students.
  - Monitoring non-school areas or public places from school sites.

### **REFERENCES:**

<http://www.education.vic.gov.au/school/principals/spag/management/Pages/security.aspx#2>

### **EVALUATION**

This policy will be reviewed as part of the school's three-year review cycle.

Ratified by School Council on 5<sup>th</sup> September 2016.