



# STAWELL SECONDARY COLLEGE

## **CLOSED CIRCUIT TELEVISION (CCTV)**

### **Rationale:**

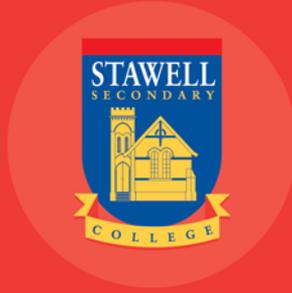
- Closed circuit television (CCTV) is a very effective crime prevention strategy that is a proven crime prevention tool. The use of CCTV also raises a number of legal, privacy and workplace relations issues which must be properly managed.
- CCTV will enhance the safety of staff and students in the school.

### **Aims:**

- To use CCTV as an effective crime prevention strategy to cover areas of proven risk, whilst at the same time complying with our obligations and responsibilities to staff, students, Department of Education and the school community.

### **Implementation:**

- School Council will record areas of serious vandalism, criminal damage and criminal offences; and will apply to the Department of Education in the event any additional CCTV may be required in areas that warrant the expense, and where other crime prevention strategies have failed or had insufficient impact.
- School Council will seek approval from the Emergency & Security Management Unit, and ensure that the installation of CCTV meets departmental requirements and does not contravene privacy legislation or similar.
- School Council nominate the principal, assistant principals, house leaders, assistance house leaders, computer technician and the business manager as the people authorised to view any recordings, when there is a concern. A process exists for managing recorded information that ensures the confidentiality and security of any recordings. The release to police to support investigations if the need arises will be managed by the principal.
- The school provides appropriate warning signs indicating to the community that areas are monitored by CCTV surveillance equipment.
- The number of cameras installed in the school grounds will determine the length of time that CCTV footage is stored. Recordings are stored on the allocated CCTV server for approximately 6 months, subject to memory capacity.
- The school community is consulted and informed through Connections about the use of CCTV by school council.
- Whilst CCTV is recognised as an effective means of preventing crime, CCTV will not be considered to monitor work performance of staff, will not record sensitive areas such as toilets, showers, change rooms or staff rooms, will not include audio recordings, and will not be concealed or covert in any location.
- The installation, if any, of additional cameras will be noted as an 'Implementation of policy - year' and up-dated as necessary.
- Nominated staff who view the CCTV footage is automatically recorded on the CCTV software program, indicating the date and time accessed.



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- School council will receive information at meetings regarding the use of CCTV within the College when needed.

## **Evaluation:**

This policy will be reviewed regularly by school council, and the use of CCTV as an effective strategy will be reviewed regularly to determine its appropriateness and its effectiveness.

Within this review, the installation, if any, of additional cameras will be noted as an 'Implementation of policy – year' and up-dated as necessary.

This policy will be reviewed as part of the school's review cycle in term one every year. The review will be led by house leaders and referred to the policy sub-committee of school council.

Last reviewed: March 2019

Next review date: March 2020