

GUIDELINES FOR THE USE OF CCTV

1. GENERAL

- 1.1 These guidelines cover the use of visual surveillance systems, commonly referred to as closed circuit television (CCTV) within a state government school environment.
- 1.2 School administrators and school councils must be aware of these guidelines when considering the implementation of a closed circuit television surveillance system within a State Government school.
- 1.3 School administrators and school councils are required to place extreme care when considering the implementation of a closed circuit television system so that the system does not infringe on the privacy of individuals.
- 1.4 Consideration must be given to the potential concerns related to the use of closed circuit television surveillance systems by the school community and the general public.
- 1.5 The use of a closed circuit television system should only be considered if no other appropriate option(s) have proven or are likely to prove successful.
- 1.6 Approval from the Department of Education and Early Childhood Development, Security Services Unit must be obtained by school administrators and school councils prior to any installation of a closed circuit television system within a State Government school, as per Executive memorandum 98/020.
- 1.7 All applicable Victorian and commonwealth laws concerning the use and operation of closed circuit television must be complied with.

2. PROHIBITED USES

- 2.1 Closed circuit television systems should not be used in the following areas
 - toilets
 - change rooms
 - dressing rooms
 - showers
 - staffrooms
 - other areas where individual privacy is paramount
- 2.2 Unless the seriousness of the risk to the school community or offence is significantly greater than the potential invasion of privacy which surveillance in these locations might involve. In most circumstances this would not involve a permanent surveillance installation. Under no circumstance should this be considered or undertaken without department approval and consultation with police.
- 2.3 Closed circuit television systems must not be used for the following purposes;
 - Monitoring individual work performance.
 - Monitoring non-school areas or public places from school sites.

3. REQUIREMENTS PRIOR TO USE

- 3.1 School administrators and school councils must ensure that consultation with the school community is undertaken prior to any use of closed circuit television. It is essential that any school community concerns are addressed and that this information is documented.
- 3.2 The use of closed circuit television is undertaken where there is a specific and/or heightened security risk.
- 3.3 There is a documented history or potential for loss or risk in existence. This will generally be reported incidents to Security Services Unit on the appropriate departmental forms.
- 3.4 Procedures for the review of recorded information are documented and subsequently adhered to, including under what circumstances information will be viewed and who has access to this information.
- 3.5 Installations are only carried out by reputable organisations and comply with appropriate Department of Education and Early Childhood Development specifications and standards as may be applicable.
- 3.6 Appropriate signage is placed around the school that informs employees, students, the school community and members of the public at large, that surveillance is taking place.

4. INFORMATION HANDLING

- 4.1 Access to surveillance information should be restricted to individuals whose use of it will be limited to the original purpose of the surveillance. This would normally be nominated senior employees.
- 4.2 Consideration should be given to maintaining continuity of evidence should surveillance information indicate criminal activity. Accurate written records should be kept at all times.
- 4.3 In all circumstances where criminal activity is detected from surveillance information, both the Police and Security Services Unit are to be notified immediately.
- 4.4 Under no circumstance is surveillance information to be provided to third parties, including school staff and contractors without the express approval of the Manager, Security Services Unit.
- 4.5 Surveillance information should be destroyed or erased unless required for a specific investigation.
- 4.6 School administrators or school councils following detection of these incidents via surveillance information should not undertake investigation of criminal or serious matters. School administrators and school councils should seek the advice of Police and Security Unit.

5. COVERT (HIDDEN) SURVEILLANCE

- 5.1 Covert or hidden surveillance may only be undertaken for a lawful purpose that is related to the function and activity of the Department of Education and Early Childhood Development.
- 5.2 Schools are not permitted to undertake their own covert or hidden surveillance.
- 5.3 Covert or hidden surveillance should only be undertaken after consultation with Security Services Unit and police.
- 5.4 Generally covert or hidden surveillance will be undertaken on a temporary basis.
- 5.5 The use of covert surveillance will be limited to
- 5.6 Surveillance of Department of Education and Early Childhood Development personnel suspected of criminal activity under Victorian law.
- 5.7 Surveillance of people suspected of criminal activity under Victorian law.
- 5.8 Surveillance of Department of Education and Early Childhood Development property at risk of loss or criminal damage.
- 5.9 Surveillance of students suspected of criminal activity under Victorian law.
- 5.10 Surveillance of students suspected of serious contravention of school rules the result of which is likely to result in suspension or expulsion.
- 5.11 In deciding to conduct covert or hidden surveillance the authorised Department of Education and Early Childhood Development officer must consider:
- 5.12 That there is a reasonable suspicion to believe an offence or unlawful activity is about to be, or is being committed.
- 5.13 That other forms of investigation have been considered or tried and assessed as being unsuitable or inconclusive.
- 5.14 The benefits arising from obtaining relevant information by covert or hidden surveillance substantially outweigh the possible intrusion on the privacy of individuals under surveillance.
- 5.15 The collection of surveillance information must not involve any form of entrapment of the surveillance subject. Any attempt to actively induce a surveillance subject into a situation they would not ordinarily enter into is not permitted.
- 5.16 The collection of covert or hidden surveillance information must be lawfully carried out.

6. APPROVAL PROCEDURES

- 6.1 Schools seeking approval for the installation and use of closed circuit television must submit a 'Request for approval for the installation and use of CCTV' form (see attached), to the Manager, Security Services Unit.
- 6.2 School administrators and school councils must seek approval from the Manager, Security Services Unit, before any installation or use of closed circuit television is proceeded with.

- 6.3 Schools will be required to provide the following information in addition to the approval request:
- 6.4 A plan indicating the location of surveillance equipment and warning signs (including a copy of the wording of signs).
- 6.5 Details of nominated personnel who will have access to surveillance information.
- 6.6 Procedures for the use and management of surveillance information, including under what circumstances surveillance information will be viewed.

7. ADVICE AND ASSISTANCE

- 7.1 Schools seeking advice related to these guidelines or the use of closed circuit television, should direct their enquiries to the Manager, Security Unit.

Enquires:

Incident Support and Operations Centre
Security Unit

Phone: 1800 126 126

Email: ssu@edumail.vic.gov.au