



## CCTV POLICY

### RATIONALE:

Closed Circuit Television (CCTV) is a proven crime prevention tool that will greatly improve risk management controls and personal safety of students, staff and visitors. CCTV at Melbourne Girl's College is intended to detect and deter vandalism, unauthorised entry into school buildings, theft and other unwanted activities.

### PURPOSE:

- To increase personal safety of students, staff and visitors
- To comply with our obligations and responsibilities to Department of Education and Training (DET) and the school community
- To protect the school buildings and their assets
- To assist police in identifying, apprehending and potentially prosecuting offenders

### GUIDELINES:

The CCTV system:

- will have approval from the Security Services Unit (SSU),
- will be clearly identified by warning signs
- will comprise of cameras in various outdoor locations facing towards entrance points to the college
- will not be installed in change rooms, toilets, classrooms or offices, and will not monitor work performance of staff

### PROCEDURES:

- The CCTV system, images and videos will be managed by the IT manager
- Staff approved to operate security CCTV will be limited to the Principal, Assistant Principals, Facilities Manager and the IT Manager.
- Approved staff will undertake training on the operation of the system and appropriate use of the recorded information
- Surveillance images and footage will be viewed if there is a reasonable belief that an incident has occurred and that the surveillance data may assist in identifying what had occurred and who may be involved. This footage will be provided to the Victorian Police if requested to assist in investigations
- Information will be stored and backed up for four weeks only, unless an incident has occurred

### LINKS:

DET Privacy Policy

<http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>

DET Security Risk Management

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

Guidelines for developing CCTV policies for Victorian Public Sector Bodies'

<https://www.ombudsman.vic.gov.au/getattachment/7262b219-2b4f-4da9-9196-238310ed9dfa/publications/guidelines/guidelines-for-establishing-closed-circuit-televi.aspx>

### Evaluation and Review

The policy is a new policy approved by Council in **June 2018** will be reviewed **June 2021**

This Policy has been ratified by School Council **June 2018**

Council President: \_\_\_\_\_ College Principal: \_\_\_\_\_