



CCTV (Closed Circuit Television Camera) Policy

Rationale

At St Joseph's Primary school, we are committed to ensuring a school environment that is safe and secure for all students, staff and visitors. The CCTV system exists to enhance the security and safety of students, staff and visitors at the school.

Purpose

The purpose of this Policy is to provide protocols and procedures that govern the use of CCTV surveillance at the school and to ensure compliance with relevant privacy and surveillance regulations.

General Principles

1. The purpose of the CCTV surveillance is to enhance the security and safety of students, staff and visitors at the school, including in:
 - preventing, verifying and investigating incidents alleged to have occurred at the school including allegations or reasonable suspicion of inappropriate student behaviour, staff misconduct, other inappropriate behaviour or unlawful activity;
 - verifying and investigating safety incidents involving students, staff or visitors;
 - undertaking incident reviews and debriefing;
 - deterring anti-social behaviour and the commission of unlawful activity on the school's premises;
 - taking criminal, civil or disciplinary action in relation to incidents alleged to have occurred at the school; and
 - providing situational awareness and visual coverage following the activation of the school evacuation or lockdown alarms or during emergencies.

Delegations and Responsibilities

The following school staff have the delegated authority to review the school's CCTV footage for the purposes listed in this Policy:

- (a) Principal
- (b) Assistant Principal
- (c) Senior School Support Officer (SSSO)

The following Catholic Education Office teams have the delegation to review the school's CCTV footage:

- Child Safety and Professional Services
- Employment and Industrial Relations
- Complaints
- Legal
- Workplace Safety and Wellbeing
- Wellbeing and Student Services

Storage of and access to CCTV

1. Footage can only be accessed by the CCTV system for the purposes outlined under General Principles.
2. CCTV footage is to be kept for no more than 28 days. If the school has not used CCTV

footage in any of the ways set out in this document and there has been no request to access or view this footage, the footage is automatically deleted.

3. CEDoW staff, when required to assist the school for the above purpose may request to view footage.

4. Any saved (exported) footage is to be stored in a dedicated digital folder with only the Principal, Assistant Principal and SSSO to have access.

5. Strategic placement of cameras is to ensure unimpeded and visible locations that do not compromise the privacy of staff, students, visitors or residents residing in the vicinity of St Joseph's school and Parish.

6. CCTV footage is only video active (non audio).

7. The Principal cannot give copies of the footage to staff, students or parents.

8. The footage may be disclosed to third parties in accordance with the school's legal obligations, the CEDoW Privacy Policy and the school's CCTV Policy.

9. The Principal or their delegate is responsible for securing the CCTV system including the operation of the CCTV system and ensuring it complies with this policy.

10. The Principal or their delegate is responsible for considering the appropriate location for cameras, method for storing the CCTV footage and upgrading cameras when required.

11. St Joseph's Catholic Primary School must notify staff, students and visitors of the existence of the CCTV surveillance system via the school newsletter and clear and visible signage.

Related Documents

- Privacy Act 1988 (Cth)
- Workplace Surveillance Act 2005 (NSW)
- Surveillance Devices Act 2007 (NSW)
- CEDoW Privacy Policy

Implemented

This policy was implemented March 2026

Next Review

School Leadership Team 2029

Approved By:

Kaylene Duffin (9.3.26)