

# NORTHERN BAY P-12 COLLEGE

## CLOSED CIRCUIT TV POLICY NBC081

### 1. PURPOSE

- 1.1. 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.
- 1.2. Installation would be supportive of Child Safe standards

### 2. BROAD GUIDELINES

- 2.1. To install 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.
- 2.2. Communication to community regarding purpose and privacy is essential.
- 2.3. If the College considers it essential, application can be made to the Department of Education and Training (DET) for consideration under strict DET guidelines.
- 2.4. Schools seeking approval for the installation and use of CCTV must submit a 'Request for approval for the installation and use of CCTV' before any installation or use of CCTV is proceeded with.
- 2.5. The college will follow DET guidelines and accordingly provide a comprehensive rationale on the request form. Responses required are on Attachment #1

### 3. IMPLEMENTATION

- 3.1. Budget submission to School Council
- 3.2. School Council will record areas of serious vandalism, criminal damage and criminal offences; and will consider applying to the Department of Education to install CCTV in areas that warrant the expense, and where other crime prevention strategies have failed or had insufficient impact.
- 3.3. Prior to doing so, 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.
- 3.4. School Council will nominate the campus principal as the person authorised to view any recordings and who will establish a process for managing recorded information that ensures their confidentiality and security and their release to police etc. to support investigations.
- 3.5. The college will provide appropriate warning signs indicating to the community that areas are monitored by CCTV surveillance equipment.
- 3.6. The college community will be consulted and informed about the use of CCTV by School Council, which will establish a clear and justifiable plan for the location of CCTV cameras and signage through newsletter information stream.
- 3.7. 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 / dressing rooms or staff rooms, will not include audio recordings, and will not be concealed or covert in any location.
- 3.8. CCTV will not be used for the following purposes:
  - Monitoring individual work performance.
  - Monitoring non-school areas or public places from school sites
- 3.9. Roll out across the College per campus would be subject to analysis and costings.
- 3.10. Every effort will be made to maintain continuity of evidence should surveillance data indicate criminal activity. Accurate written records should be kept at all times.
- 3.11. In all circumstances where criminal activity is detected from surveillance data, both the Police and SSU are to be notified immediately.
- 3.12. Under no circumstance is surveillance data to be provided to third parties, including school staff and contractors without the express approval of the Manager, SSU.
- 3.13. Surveillance information should be destroyed or erased unless required for a specific investigation.
- 3.14. School administrators or school councils following detection of any incidents via surveillance data should not undertake investigation of criminal or serious matters. School administrators and school councils should seek the advice of Police and the SSU.

- 3.15.** Covert or hidden surveillance may only be undertaken for a lawful purpose that is related to the function and activities of the DET. The College CANNOT undertake their own covert or hidden surveillance. Covert or hidden surveillance should only be undertaken after consultation with the SSU and police. Generally covert or hidden surveillance will be undertaken on a temporary basis.
- 3.16.** The use of covert surveillance will be limited to:
- Surveillance of DET personnel suspected of criminal activity under Victorian law.
  - Surveillance of people suspected of criminal activity under Victorian law.
  - Surveillance of DET property at risk of loss or criminal damage.
  - Surveillance of students suspected of criminal activity under Victorian law.
  - Surveillance of students suspected of serious contravention of school rules the result of which is likely to result in suspension or expulsion.
- 3.17.** In deciding to conduct covert or hidden surveillance the authorised DET officer must consider:
- That there is a reasonable suspicion to believe an offence or unlawful activity is about to be, or is being committed.
  - That other forms of investigation have been considered or tried and assessed as being unsuitable or inconclusive.
  - The benefits arising from obtaining relevant data by covert or hidden surveillance substantially outweigh the possible intrusion on the privacy of individuals under surveillance.
  - The collection of surveillance data 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.
  - The collection of covert or hidden surveillance data must be lawfully carried out.

**4. 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.

<b>Document #</b>	<b>Committee Responsible</b>	<b>Review Date</b>	<b>Public Location</b>	<b>Ratified</b>
NBC081	Leadership Team	August 2017	Website	September 2017
<b>Related Documents</b>				
NBC080	Child Safe Policy			

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

Guidelines for the Use of Closed Circuit Television Systems in State Government Schools.pdf is available on request and on Compass

# Information in support of the Request for Approval for the Installation and Use of CCTV

Schools should ensure that the Request for the Installation and Use of CCTV is supported by appropriate documentation.

## Supporting documents should:

- Describe the problems that it is hoped the CCTV system will assist in managing or reducing.
- Describe the steps taken to mitigate the situation before CCTV was proposed, e.g. improving security lighting, trespass warning signs, staff presence during high risk periods, bullying reduction strategies, student safety strategies, computer security devices and asset marking.
- Include a map of the site showing clearly camera locations and direction of view. If the camera locations are internal, include room usage. E.g. computer room, locker bays, foyer, library.
- Include a statement describing the circumstances surveillance data will be accessed including:
  - Who will manage surveillance data and data capture hardware, e.g. Bill Able, Principal, George Able, Assistant Principal, Ann Able, School Council President, Judy Able, Year Level Coordinator.
  - Who will view surveillance data, e.g. Bill Able, Assistant Principal, George Able, Maintenance Engineer.
  - Under what circumstances will surveillance data be viewed. e.g. “the surveillance information will only be accessed if there is a reasonable belief that an incident has occurred and that the surveillance data may assist in identifying what has occurred and who may be involved”.
  - Include a draft copy of the signs warning that a Closed Circuit Video Surveillance System is in use, including proposed sign location marked on a map of the site.

## Consultation

- Describe the consultation process within the school community including;
  - o Who was consulted about the proposed use of a Closed Circuit Video Surveillance System e.g. school council, staff, students, parents and other users of school facilities.
  - o How they were consulted, e.g., newsletter, direct mail to parents through students, a workshop with representative groups.
  - o Levels of support obtained e.g. 90% of parents supported the proposal, the school council were unanimous, the majority of staff support the proposal.

Supporting documents should be attached to the form, Request for The Installation and Use of CCTV and submitted to:

**The Manager  
Security Services Unit  
Locked Bag One  
Black Rock 3193**

The documentation can also be emailed to [ssu@edumail.vic.gov.au](mailto:ssu@edumail.vic.gov.au) and originals should also be forwarded by mail.