

CCTV POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact 0357830300.

PURPOSE

Closed circuit television (CCTV) is a very effective crime prevention strategy that is a proven prevention tool. The use of CCTV also raises a number of legal, privacy and workplace relation issues which must be properly managed.

SCOPE

- 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 Training (DET) and the wider community.

IMPLEMENTATION

- Wallan Secondary College (WSC) council will record areas of serious vandalism, criminal damage and criminal offences; and will consider installing CCTV in areas that warrant the expense and where other crime prevention strategies have had insufficient impact.
- Prior to doing so, Wallan Secondary College Council will seek approval from the Emergency and Security Management Unit and ensure that the installation of CCTV meets departmental requirements and does not contravene privacy legislation or similar.
- WSC council will nominate the Principal Class and the IT Manager as the persons authorised to manage and view any recordings. They will establish a process for managing recorded information that ensures the confidentiality and security of any recordings and their release to police or other parties to support investigations.
- CCTV footage will only be accessed for a justified reason. This footage will be viewed by Year Level Leaders when appropriate.
- The College will provide appropriate warning signs indicating to the community that areas are monitored by CCTV surveillance equipment.
- The College community will be consulted and informed about the use of CCTV by the College, which will establish a clear and justifiable plan for the location of CCTV cameras and signage.
- 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 toilet cubicles, showers, change rooms or staffrooms, will not include audio recordings and will not be concealed or covert in any location.

EXPECTATIONS

- This policy will be reviewed as part of the College's review cycle.
- The use of CCTV will also be reviewed to determine if it is an effective strategy for crime prevention.
- This policy will be made available via the Colleges' Website.

POLICY REVIEW AND APPROVAL

Policy last reviewed	December 2022
Approved by	Principal
Next scheduled review date	August 2024