



PATTERSON LAKES PRIMARY SCHOOL

No. 5190

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P.O. Box 330, Patterson Lakes, 3197

Principal: Carole Mayes

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CLOSED CIRCUIT TELEVISION POLICY

RATIONALE

Closed circuit television is a proven crime prevention tool that will greatly improve risk management controls and personal safety of students, staff and visitors using the service.

AIMS

- To increase personal safety of students, staff and visitors using the OSHC program
- To comply with our obligations and responsibilities to the 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 Department's Emergency Management & Security Services, and ensure that the installation of CCTV does not contravene Privacy legislation.
- The CCTV system guidelines are in line with the 'Victorian Ombudsman's Guidelines for developing Closed Circuit Television policies for Victorian Public Sector Bodies'.
- The CCTV system comprises of four mini dome fixed cameras. Two are located in the Hall foyer, one at the rear of the Hall above the industrial bin and one in the office area of the school's main building. All cameras are controlled from the school office.
- CCTV information will not be stored or backed up unless an incident has occurred which warrants doing so.
- The CCTV will be managed by the Principal and Assistant Principal.
- Surveillance images will be viewed by the Principal Class as required. Further access requires authority from the Principal.
- Surveillance information will only be accessed if there is a reasonable belief that an incident has occurred and that the surveillance information may assist in identifying what has occurred and who may be involved.
- Surveillance footage will be provided to the Victorian Police if requested to assist in investigations.
- The areas where cameras are located will be clearly identified by warning signs with the message: 'These premises are protected by video surveillance'.
- The school community will be notified of the use of CCTV through the newsletter at the commencement of each year.
- Staff approved to operate security CCTV equipment will undertake training and induction on the physical operation of the system and use of the recorded information particularly compliance with the various legislative requirements.
- Whilst CCTV is recognised as an effective means of preventing crime, CCTV will not monitor work performance of staff.
- The CCTV system will operate 24 hours each day, every day of the year, recording all activity.
- Any complaints about the school's CCTV system will be addressed to the Principal.

EVALUATION

This policy will be reviewed as part of the school's three-year review cycle.

RESOURCES

Victorian Ombudsman's Guidelines for developing Closed Circuit Television policies for Victorian Public Sector Bodies - November 2012.

CCTV Guidelines - Emergency Management & Security Services.

CERTIFICATION

This policy was ratified at the School Council Meeting held at Patterson Lakes Primary School on September 13, 2016.

Signed.....


School Council President

Signed.....


Principal