

CCTV Policy

Rationale:

- Eltham East Primary School has had graffiti attacks, damage to school buildings, thefts and broken windows in past years. This costs the school many thousands of dollars. The school currently has several security measures in place including:
 - a Parent surveillance roster over the holiday periods
 - Presence of motion sensors and a security system linked to DET Emergency and Security management

The use of CCTV has successfully led to a significant cutback in damage to school property.

Aims:

- To eliminate vandalism, theft, damage and destruction to school buildings, facilities and equipment
- To assist in the identification of individuals responsible for such acts
- To act as a deterrent to individuals contemplating such acts
- To maintain the good order of the school environments
- To augment other additional security measures the school has in place

Implementation:

- In line with DET Guidelines, an information package containing the approval process and guidelines for the installation of a CCTV system has been obtained.
- The CCTV aims to provide continual surveillance in key areas across the school grounds. Cameras are not used:
 - in private locations such as toilets
 - in change rooms or staff rooms
 - to monitor student or staff performance.
- The use of hidden or covert cameras are prohibited.
- The system films on a 30 day loop. The information will not be stored or backed-up unless an incident has occurred, which warrants doing so.
- The CCTV will be managed by the Assistant Principal.
- Surveillance images will be viewed by the Principal Class. No other access without authority from Principal Class.
- 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 are clearly identified by warning signs with the message: "These premises are under constant video surveillance".
- The school community will be notified of the use of CCTV through the Newsletter annually.

Evaluation:

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

| Revision dates | Version number | Summary of changes |
|----------------|----------------|---|
| July 2012 | 0.1 | Approved by School Council |
| October 2017 | 0.2 | Additional information around 30 day loop and where CCTV is not used, has been added to implementation section. Approved by School Council. |
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