



## *Closed Circuit Television (CCTV) Policy*

CCTV has been installed at Surrey Hills Primary School as a measure to reduce and prevent the occurrences of trespass, theft, malicious damage to school buildings and other forms of vandalism.

CCTV is a system in which signals are not publicly distributed but are monitored, primarily for surveillance and security purposes.

### **Guidelines:**

The CCTV system will be used to:

- Reduce vandalism, theft, damage and destruction to school buildings, facilities, equipment and resources
- Assist in the identification of individuals responsible for such acts
- Act as a deterrent to individuals contemplating such acts
- Strengthen and support other additional security measures that the school has in place

### **Implementation:**

- Video information will be stored onsite, and backed-up when a specific incident has occurred which warrants doing so
- The CCTV will be managed by the Assistant Principal or Principal
- Surveillance images will be viewed only by the Principal Class officers, or staff members directly authorised by 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
- Warning signs stating "Video surveillance monitoring these premises 24 hours" are displayed in various locations around the school
- CCTV cameras are located only in public areas
- The school community will be notified of the use of CCTV through the School Newsletter annually
- SHPS will follow the 'Guidelines for the Use of Closed Circuit Television Systems in State Government Schools' as issued by the Security Services Unit
- Will not be used for the monitoring of students, or student dispute resolution, unless it relates to vandalism, theft, damage and/or destruction to school buildings, facilities, equipment and/or resources

### **Evaluation:**

- This policy will be reviewed as required by developments in relevant legislation or DEET guidelines
- Compliance with legislation including the Surveillances Devices Act 1999 (Vic).
- This policy will be reviewed every three years as part of the policy review cycle