



MONTMORENCY PRIMARY SCHOOL

CCTV Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact the office on 9434 5944 or email montmorency.ps@education.vic.gov.au.

PURPOSE

This Policy explains the management, operation and use of the closed-circuit television (CCTV) system at Montmorency Primary School.

SCOPE

This policy applies to the installation of CCTV cameras on school grounds and the use and disclosure of any footage produced by those cameras.

This policy is consistent with:

- Victorian government [Schools' Privacy Policy](#) (applies to all Victorian government schools)
- the Department's [Crime Prevention in Schools](#) policy
- Victorian privacy law

POLICY

Schools have an obligation to ensure the school environment is safe and secure, and fulfil duty of care to students, staff and visitors. The CCTV system exists to assist our school to fulfil these obligations and to prevent and manage other inappropriate behaviour on school grounds.

CCTV provides enhanced capability to protect our school's assets against vandalism and theft. CCTV strengthens our school's security by providing an appropriate level of surveillance on school grounds and assists our school to take all reasonable steps to prevent reasonably foreseeable harm on school premises (duty of care). The presence of CCTV cameras deters misconduct and inappropriate behaviour and reassures students, staff and visitors that they are protected when on school grounds.

This policy describes how our CCTV system does this, consistent with Victorian privacy law.

Use of CCTV

Consistent with our school's obligations set out above, Montmorency Primary School. may use CCTV cameras to:

- prevent and verify incidents involving
 - criminal behaviour – of anyone on school grounds (including damage to school buildings and property)
 - other inappropriate behaviour

When our school uses CCTV footage to verify an incident in any of the ways set out above, that footage then constitutes a 'record' under the Retention and Disposal Authority (RDS) published by the Public Records Office Victoria. This means that our school must retain the footage of that incident for a minimum number of years.

CCTV cameras are NOT:

- operating during the hours of 8.45am – 3.45pm on school days (except one outside the administration area entrance off Rattray Road).
- hidden or covert
- located inside the school (including private areas such as toilets or staff rooms)
- used to monitor students or the quality of teaching

Location of CCTV cameras in our school

See Map (Appendix A)

In our school, CCTV cameras are located on buildings to monitor:

- school entrances and exits
- playgrounds and open areas

A notice is located near each CCTV camera and at each entrance, which alerts people to the presence of the cameras.

Access to CCTV footage

CCTV footage is only accessed for the purposes set out in this policy (see 'Use of CCTV footage') and only by the following people:

1. the Principal or Acting Principal, (any other authorised people e.g. members of the school's IT department, security personnel will always be accompanied by the Principal)
2. central and regional Department of Education and Training staff, when required to assist the school for an above purpose
3. any other people permitted by law.

Showing footage

Any requests for a copy of CCTV footage must be made to the Department's Freedom of Information Unit, as set out below.

Managing and securing the CCTV system

The principal or their nominee is responsible for managing and securing the CCTV system including:

1. operation of the CCTV system and ensuring it complies with this policy
2. considering the appropriate location and use of cameras and method for storing CCTV footage
3. maintaining and upgrading cameras when required.

Ownership of CCTV footage

The Department of Education and Training (the Department) owns our school's CCTV systems and CCTV footage.

Disclosure of CCTV footage

Our school may only disclose CCTV footage externally (i.e. external to the Department of Education and Training) as described in this policy or otherwise when permitted by law.

Storage of Footage

CCTV footage is kept for no more than 31 days. If our school has not used CCTV footage in any of the ways set out above, and there has been no request to view or access footage during this period, the footage is deleted.

Where CCTV footage has been used to verify an incident or where it is required to be retained for legal reasons, our school will manage and securely retain the footage in accordance with records management requirements as issued by the Public Records Office of Victoria.

Access to information held about you

To access information our school holds about you (on behalf of the Department of Education and Training), including any CCTV footage, please contact:

Freedom of Information Unit
Department of Education and Training
GPO Box 4367
MELBOURNE VIC 3001
Email: foi@edumail.vic.gov.au

FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library: [CCTV in Schools Policy](#)
- the Department's Policy and Advisory Library: [Crime Prevention in Schools](#)
- the Department's Policy and Advisory Library: [Photographing, Filming and Recording Students](#)
- [Schools' Privacy Policy](#)

POLICY REVIEW AND APPROVAL

This Policy will be reviewed every four years or when changes are made to the DET guidelines, by School Council.

Policy last reviewed	March 2022
Consultation	Internal
Approved by	Principal
Next scheduled review date	March 2023

APPENDIX A

Montmorency Primary School
01-4112

CCTV Locations



Sign Locations

