



St Joseph's School
Port Lincoln

In all things love

Closed Circuit Television (CCTV) Policy

Aim

The purpose of this Policy is to regulate the management, operation and use of the closed-Circuit Television (CCTV) system within the St Joseph's School Boarding House.

Rationale

The purpose of the CCTV system at St Joseph's School Boarding House is to provide staff, students and visitors with a safe environment in which they can work, live and study.

The provision and use of Closed-Circuit Television (CCTV) supports the maintenance of this secure environment by ensuring an appropriate level of observation of staff, students and visitors to the facility. It also provides enhanced capability to protect St Joseph's School assets against vandalism and theft. The visual presence of CCTV cameras provides a strong deterrence against inappropriate behaviour, and will often serve to reassure students and staff that they are protected whilst within the facility.

This policy details how the CCTV system will operate in providing that security, whilst ensuring that the privacy of individuals is protected in accordance with the school's 'Privacy Policy' and applicable legislation.

Implementation

School Approach and Use

Closed-Circuit Television (CCTV) operates through the use of dedicated cameras to transmit a video image to a specific set of monitors and secondary devices. Access to the images shown on these monitors is available to authorised persons from St Joseph's School staff who use the material for one of the following security purposes:

1. To prevent, deter and detect contravention of the school's expected 'Behaviour Guidelines'
2. Collect information on any incident that breaches the above mentioned guidelines
3. The provision of visual coverage for the management of emergencies and/or critical incidents

Access to the CCTV recorded footage will be given to the relevant parties (in the case of unauthorised staff) on a case by case basis which will be determined at the discretion of the Principal.

Any use of this system or material which is frivolous, or for private purposes, or is otherwise inconsistent with the purpose and procedures outlined within this policy will be considered gross misconduct, and disciplinary action will be taken against anyone in breach of this policy.

Appropriate signage must be in place to notify all persons entering St Joseph's School Boarding House that CCTV cameras are in use, and accordingly that they may be filmed during their visit. The wording of this signage is to be as follows:

SECURITY CAMERAS IN OPERATION IN THIS AREA – Information on your rights under privacy legislation and St Joseph's School Privacy Policy may be accessed at the following URL: www.stjoptli.catholic.edu.au

In general, installation of CCTV cameras in St Joseph's School Boarding House will be limited to places such as the Reception area, dining and kitchen area, student recreation area, student lounge areas within Pods and the outside recreation area. In accordance with applicable legislation, cameras will not be used to capture or view private activities unless clear and obvious signage is placed within the area in which the activities take place. Cameras will not be installed in private areas such as toilets, bathrooms and bedrooms or to monitor student or staff performance. Hidden or covert cameras are also prohibited.

The planning and design has endeavoured to ensure that the scheme will give maximum effectiveness and efficiency, however, understanding that it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

Management Responsibility

St Joseph's School IT department has the responsibility for the ongoing management of the CCTV system. The nominated IT staff member, guided by and in consultation with the Principal and Business Manager, is charged with:

1. Controlling the operation of the CCTV system to ensure that it is within the requirements of Government legislation and St Joseph's School policies;
2. Providing advice on the location and utility of cameras and storage mediums; and
3. Supporting the maintenance and upgrade of the cameras where necessary.

A regular review program will also be undertaken to ensure that existing cameras are situated in the most appropriate locations, and are correctly installed so as to ensure the most effective coverage. This review will also assess the effectiveness of the coverage provided by the network, and make recommendations to the Principal for any further improvement of its capabilities.

Operating Staff Rules

All persons involved in the operation of the CCTV system are expected to exercise care to ensure appropriate viewing of cameras and to prevent improper disclosure of the recorded material.

Storage of Footage

Electronic media is to be kept for a period determined by the Principal.

Access to and disclosure of images to third parties

All employees should be aware of the restrictions set out in this policy in relation to access to, and disclosure of, recorded images.

1. Access to recorded images will be restricted to those persons who need to have access in order to achieve the purpose (s) of using the CCTV equipment.
2. All access to the medium on which the images are recorded should be documented according to appendix A.
3. Disclosure of the recorded images to third parties should be limited to the following classes of persons / agencies:
 - *Law enforcement agencies, where the images recorded would assist in a specific enquiry;*
 - *Law enforcement agencies where the images would assist a specific criminal enquiry;*
 - *Relevant legal representatives.*
4. Recorded images will not be made more widely available – for example they should not be routinely made available to the media or placed on the internet.
5. If it is believed that images should be made more widely available, the decision will be made by the Principal in consultation with the CEO Legal Unit and the reason for that decision will be documented. No recordings will be made available to any parent or student of the St Joseph's School community that involves children other than their own, unless summoned/subpoenaed.

APPENDIX A

**CCTV – St Joseph’s School Boarding House
Recording of Viewing by Authorised School Staff**

Date and Time Image Viewed:

Date: _____

Time: _____

Name of Person/s Viewing the Image:

Name:

Title / Position of Responsibility

Reason for Viewing:

Summary of footage viewed:

Follow up action:

Signature of staff member/s viewing footage _____

Date:

Authorised school staff member/s _____

Date: