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## Cranbourne West Primary School No. 5189 CCTV POLICY

### **GENERAL STATEMENT:**

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

### **AIMS:**

The CCTV system will be used:

- to reduce vandalism, theft, damage and destruction to school buildings, facilities, equipment and resources;
- to assist in the identification of individuals responsible for such acts;
- to act as a deterrent to individuals contemplating such acts; and
- to augment other additional security measures the school has in place.

### **IMPLEMENTATION GUIDELINES:**

- The CCTV system will have approval from the Security Services Unit (SSU), 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'.
- 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 a member of staff authorised by the 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 "These premises are under constant video surveillance" 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 Newsletter annually.

### **EVALUATION**

This policy will be reviewed as required by developments in relevant legislation or DET guidelines. This policy will be reviewed every three years as part of the policy review cycle.