



POLICY: CCTV OPERATION

National Administration Guideline - 5 Health and Safety

Background to Policy

Due to the continual increase in incidents of vandalism and lighting fires after school operating hours (evenings, weekends and holiday periods) and after utilising many different preventive strategies to no avail it has become deemed necessary by the Board of Trustees, in consultation with the principal to install a monitored CCTV system covering the external areas of the school grounds.

Policy Statement

This policy has been implemented with the intention of giving clear and concise guidance in regards to:

- the operation of security cameras
- the collection of images
- the authority to view collected images
- the supply of collected images to a third party (if so deemed necessary or directed to by a public sector agency to uphold the law)

Policy Implementation

- 1) A maximum of six cameras (reviewable at the time of policy review) will operate on the school premises, during the hours deemed necessary, to assist in preventing acts of : public nuisance , vandalism, criminal damage, unlawful entry to buildings and the swimming pool, lighting of fires/arson or theft, so as to assist the police in the apprehension of subjects whom they consider may have committed these offences within the school grounds upon request or after instruction to by the current serving Board of Trustees of RidgeView School.
- 2) The cameras are to be outward facing only at all times capturing images in areas of historical incidents, playground equipment or areas of high concern in regards to the acts mentioned above.
- 3) At no stage will the camera system capture images within classrooms or toilet/changing room areas.
- 4) All images captured by this system will be stored by a secure means for the least amount of time deemed necessary to assist in identifying persons suspected of carrying out the acts mentioned above and allow the police or appropriate public sector agency to uphold the law.
- 5) Images captured by the system will be permanently deleted by the authorised system operator in a timely manner unless deemed of importance in regards to near future investigations or upon request by the police or public sector agency to uphold the law.
- 6) Only authorised persons within the school are to have access to any live or captured images produced by this system. The school principal is considered to be the authorised person (unless otherwise stated in this policy) to view images at any stage deemed necessary and has permission to consider allowing another person/s to view specific images only on a case by case basis.
- 7) The sharing or viewing of captured images to any third party is to be carried out within the authority allowed by the Privacy Act only, and will include the permission of a current serving Board of Trustees member. A guide to this act is available within the resources binder located within the principal's office.

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8) A log of access book is to be kept for the purpose of recording the name, time, date and reason deemed necessary to view footage stored or reasons to allow or deny another person to view live or captured images upon request.

9) There is to be acceptable, sized signage placed throughout the outdoor areas of the school grounds, able to be viewed from the maximum distance within reason and of close proximity to camera viewing areas informing the public that CCTV is in operation. A privacy notice is to be on public display within the office foyer at all times.

10) During school operating hours live or stored images may be viewed or disclosed to prevent or lessen a serious and imminent threat to public health and safety or the life and health of an individual for the minimum time necessary as per the Privacy Act without the consent of a current serving Board of Trustees member.

This policy is to be reviewed on a yearly basis.

This policy will be reviewed as per the Board's Effectiveness Review Programme

Confirmed by the Board of Trustees on: 18 February 2020 (date)

The planned review date will be: 18 February 2023 (date)


Chairperson


Principal