WARRINGA PARK SCHOOL

CCTV POLICY

Help for non-English speakers
If you need help to understand the information in this policy, please contact School Administration.

PURPOSE

This policy outlines the design, installation, management, and responsible use of closed-circuit television (CCTV) systems at Warringa Park School. It aligns with the Victorian Department of Education's CCTV policy and reflects the school's obligation to ensure a safe and secure environment for students, staff, and visitors.

SCOPE

This policy applies to the installation of CCTV cameras on school grounds and the use, storage, and disclosure of any footage produced.
This policy is consistent with:

- Victorian government Schools' Privacy Policy (applies to all Victorian government schools)
- the Department's Security Risk Management policy
- Victorian privacy law

POLICY

CCTV systems are used as part of a broader security approach to:

- Deter and reduce vandalism, theft, and other inappropriate behaviours
- Support the investigation of incidents involving criminal activity, misconduct, or injury
- Provide visual coverage during emergencies to assist incident response

CCTV cameras support the duty of care obligations and risk management processes of Warringa Park School. APPROVAL AND CONSULTATION Approval for any installation or modification of CCTV systems must be obtained from the Department of Education Security Unit. Schools must submit a CCTV System Expression of Interest form and follow the department's design and procurement process.

Before proceeding with installation, the principal must consult with the School Council and may consult broader community stakeholders. Following consultation, the school community will be informed via:

- Newsletters
- School website
- Posted signage on school grounds

USE OF CCTV

Consistent with our school's obligations set out above, Warringa Park School may use CCTV cameras to:

- prevent and verify incidents involving
    - criminal behaviour – of anyone on school grounds
    - staff misconduct
    - other inappropriate behaviour – including of students, staff, visitors or members of the public. For example, this means the school may use CCTV footage of incidents to help inform decisions about student management
- verify other incidents – involving students, staff and visitors (e.g., incidents in which a person has sustained injury, loss or damage on school premises)

- to provide the principal with visual coverage during emergencies

LOCATION OF CCTV CAMERAS IN OUR SCHOOL

Warringa Cresent Campus

- Entry gates and driveways (East and West)
- Art Wing, Foyer, Multimedia areas
- Playgrounds and ovals
- Café Deck, ASD Garden, Later Years Veggie Garden
- Bike shed, ramps, and rooms W39–W42 gates
- Perimeter of Room W08-W13

Cayleys Road Campus (To be confirmed)

- Perimeter of the building
- Stairwells and Corridors
- Foyers and Reception

Polly Parade Campus (To be confirmed)

- Perimeter of the building

CCTV cameras are NOT:

- hidden or covert
- located in private areas such as toilets, changing rooms or staff rooms
- used to monitor student or staff work performance

Notices are placed near all cameras, and signage is located at entry/exit points. These are clear, visible, and include images and multilingual information where required.
A CCTV privacy notice is published on the school website and includes:

- The purpose and locations of CCTV
- How to request access to footage
- Reference to this policy

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 nominee, including people explicitly authorised by the principal
2. central and regional Department staff, when required to assist the school for an above purpose
3. any other people permitted by law.

SHOWING FOOTAGE TO STAFF, STUDENTS AND/OR THEIR PARENTS INVOLVED IN INCIDENTS

Footage may be shown to relevant staff, students, or parents involved in incidents where appropriate and where it doesn't infringe on others' privacy.
Footage cannot be copied or distributed to individuals. Requests for copies must be directed to the Department's Freedom of Information Unit.

STORAGE AND RETENTION

Footage is securely stored and retained for a minimum of 31 days. After this period, if unused and unrequested, it may be deleted. Where required for evidence or legal purposes, footage is retained in accordance with Public Record Office Victoria guidelines.

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.

ACCESS TO INFORMATION HELD ABOUT YOU

To access information our school holds about you (on behalf of the Department), 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

- School Policy and Advisory Guide: Security Risk Management
- School Policy and Advisory Guide: Photographing and Filming Students
- Schools' Privacy Policy

REVIEW CYCLE

Policy last reviewed	June 2025
Approved by	Principal
Next scheduled review date	June 2028