



CLOSED CIRCUIT TV (CCTV) POLICY

Rationale

The purpose of the CCTV system at Galen Catholic College is to provide staff, students, and visitors with a safe environment in which they can work and learn. The provision and use of Closed-Circuit Television (CCTV) support the maintenance of this secure environment by ensuring an appropriate level of surveillance of the grounds and facilities. It also provides enhanced capability to protect Galen Catholic College 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 that they are protected whilst within the College.

Policy Statement

The purpose of this Policy is to regulate the management, operation and use of the closed-circuit television (CCTV) system at Galen Catholic College. This policy outlines the way the CCTV system will operate to providing security, whilst ensuring that the privacy of individuals is protected in accordance with the Galen Catholic College "Privacy Policy".

Galen Catholic College Vision Statements

Galen Catholic College is a nurturing community, where Faith and Integrity are at the core of our aspirations. Galen Catholic College strives to;

- Create a faith-centred and hope-filled community inspired by the teachings of Jesus.
- Provide quality education that challenges, supports and empowers students to explore and reach their full potential.
- Foster an inclusive and safe environment.
- Build authentic partnerships between school, parents and carers and the wider community.

Implementation

BROAD GUIDELINES

School Approach and Use Closed-Circuit Television 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 Galen Catholic College who uses the material for one of the following security purposes:

1. To prevent, deter and detect contravention of the Code of Conduct;
2. The provision of visual coverage for the management of emergencies.

Access to the CCTV recorded footage is limited to authorised staff, authorised Police and Security Personnel with a legitimate reason to view and/or otherwise use the captured footage, including the provision of evidence in support of prosecution of criminal or illegal behaviour.

The Leadership Team, Leading Teachers, Pastoral Wellbeing Leaders and the Property Manager are authorised to view any footage. These people have the discretion to call in another member of staff to view footage for the purpose of identification of persons captured in the images. Any private use of this system or material produced or use inconsistent with the purpose and procedures outlined within this policy will be considered misconduct, and disciplinary action may be taken.

Appropriate signage must be in place to notify all persons entering Galen Catholic College 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: WARNING 24 Hour Surveillance Monitoring These Premises and/or words to this effect

In general, installation of CCTV cameras in Galen Catholic College will be limited to places such as the entrances to the school, corridors, locker areas, computer labs and areas prone to vandalism. 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, change rooms, staff rooms 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, but 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

The Galen Catholic College Business Manager has the responsibility for the ongoing management of the CCTV system. The 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 Galen Catholic College School policies;
2. Providing advice on the location of 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 and Leadership Team 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. Leadership team members, Leading Teachers and Pastoral Wellbeing Leaders are authorized by this policy to access footage via a request to the Business Manager. In the case of Leading Teachers and Pastoral Wellbeing Leaders, the request must be made via Deputy Principal – Staff & students. Records of all viewings will be documented using the “Recording of Viewing of CCTV footage. All staff will be briefed on the requirements of this Policy, along with details of Galen Catholic College Privacy Policy, and advised that disciplinary procedures will apply in the event of any inappropriate actions.

AVAILABILITY OF FOOTAGE

Electronic media is kept for up to the capacity of the media.

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
 3. Disclosure of the recorded images to third parties will 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; and
 - Relevant legal representatives.
- Recorded images will not be made publicly available

Review

This document shall be reviewed within three years of the date of issue.

Principal:

Signature:

Date: October 2018