



ELTHAM HIGH SCHOOL

Policy CCTV

INTRODUCTION

This Policy explains the management, operation and use of the closed circuit television (CCTV) system at Eltham High School.

PHILOSOPHY

reasonable steps to prevent reasonably foreseeable harm on school premises (duty of care). The presence of CCTV cameras deters misconduct and inappropriate behaviour and reassures students, staff and visitors that they are protected when on school grounds.

This policy describes how our CCTV system does this, consistent with Victorian privacy laws.

GUIDELINES FOR IMPLEMENTING THE POLICY

Use of CCTV

Consistent with our school policy, we may use CCTV cameras to:

- x prevent and verify incidents involving
 - o criminal behaviour of anyone on school grounds
 - o staff misconduct
 - o 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

CCTV cameras are NOT:

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

Disclosure of CCTV footage

Our school may only disclose CCTV footage externally (i.e. external to the Department) as described in this policy or otherwise when permitted by law.

Storage of Footage

CCTV footage is kept for no more than 31 days. If our school has not used CCTV footage in any of the ways set out above, and there has been no request to view or access footage during this period, the footage is deleted.

Where CCTV footage has been used to verify an incident or where it is required to be retained for legal reasons, our school will manage and securely retain the footage in accordance with records management requirements as issued by the Public Records Office of Victoria.

BASIS OF DISCRETION

The School Council has responsibility for the establishment, evaluation and review of school policies. The School Principal has the responsibility to ensure that school policies are implemented effectively.

Minor changes to the policy (changes that will not affect the spirit of the policy) may be made at the discretion of the Principal.

The Policy Review and Evaluation process will recommend any major changes to the policy to School Council.

RELATED POLICIES

This policy is consistent with:

- x Victorian government [^ Z } } o • \[W C E \] \(Applies to all Victorian government schools\)](#)
- x [Security Risk Management](#) policy
- x School Policy and Advisory Guide: [Photographing and Filming Students](#)
- x Victorian privacy law

REVIEW

This policy should be reviewed every 3 years.

Date Endorsed: 18 / 03 / 2020

Executive Officer

Eltham High School Council

CONSULTATION PROCESS AND WORKING PARTY INFORMATION:

This policy was written by Anna Panas

