

## 1 NQS

QA4	4.2.2	Professional standards - Professional standards guide practice, interactions, and relationships.
QA7	7.1.2	Management systems - Systems are in place to manage risk and enable the effective management and operation of a quality service.

## 2 Purpose

This Policy guides the operation, use and management of the closed-circuit television (CCTV) at the School. This Policy is made in accordance with our obligations under the Privacy Act 1988 (Cth).

## 3 Policy

Bacchus Marsh Grammar (the School) is committed to providing a safe and secure environment for our students, parents/carers, staff and visitors. The School is also responsible for protecting the School's physical facilities.

It is our policy that:

- appropriate CCTV surveillance may be conducted and reviewed for the purposes of:
  - providing safety and security within the School's premises or while using the School's facilities
  - protecting students and staff
  - deterring and investigating vandalism
  - assisting in the identification of criminal and/or anti-social behaviour
- students, parents/carers, staff, contractors, volunteers and visitors will be given clear notice in relation to the CCTV activities of the School by clearly visible signage (refer to CCTV Operations below)
- access to CCTV footage is strictly limited to authorised personnel as determined by the Principal or their delegate and any legal requirements
- CCTV records are maintained in accordance with the School's Privacy Program.

## 4 CCTV Operations

Where surveillance is in use, signs indicating that the premises are under surveillance are clearly displayed and placed in appropriate places, such as entrances to the School.

There will be no CCTV or audio coverage in toilets or change rooms..

The placement of all security cameras/recording devices will be reviewed periodically to ensure that the scope of the images/recordings captured is appropriate.

## 5 Access to Footage

Access to CCTV footage is strictly limited to authorised personnel as determined by the Principal or their delegate, law enforcement agencies and any legal requirements.

All access to CCTV footage will only occur on the direction of an authorized person.



## 6 CCTV Usage and Disclosure

Bacchus Marsh Grammar must ensure that any CCTV footage is not used or disclosed unless that use or disclosure is:

- for a legitimate purpose related to the School's activities or functions
- for the purposes of law enforcement activities or related to the taking of legal proceedings.

If there is a request to access any CCTV footage, other than by law enforcement agencies or where legally required, this decision will be made:

- by the Heads and Deputy Heads of sub-school's.
- in accordance with the School's Privacy Program.

If a decision is made to disclose the CCTV footage, the School will document this decision.

## 7 Storage of Footage

CCTV footage is retained 30 days. If there is no request for the footage during the Retention Period, the footage will be deleted.

If the CCTV footage needs to be accessed or stored for longer than the Retention Period for the purposes listed in the CCTV Usage and Disclosure section of this Policy the CCTV footage will be destroyed when no longer required.

## 8 Breach of this Policy

Where a staff member breaches this Policy, Bacchus Marsh Grammar may take disciplinary action, including in the case of serious breaches, summary dismissal.

## 9 Queries and Complaints

Any queries or complaints by staff regarding the School's CCTV system should be addressed to the Principal. Any queries or complaints by non-staff should be addressed in accordance with the School's Privacy Program.

## 10 Related Policies

Record Keeping and Retention Policy

BMG school's Human Resources "Closed-circuit Television (CCTV) Policy"

## 11 Sources

National Quality Standard

Education and Care Services National Regulation

Surveillance Devices Act 1999

Privacy Act 1988 (includes Australian Privacy Principles)



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## 12 Review

The policy will be reviewed annually by:

- Management
- Employees
- Families
- Interested Parties

Date Reviewed: March 2024

## 13 History

Date:	Amendment
March 2024	Reviewed

**Name of Reviewer:** Approved Provider

**Signature:** AA Neal

**Name of Reviewer:** Nominated Supervisor

**Signature:** K Osborn



## CCTV - Bacchus Marsh Grammar Early Learning Centre, Woodlea

Child's Full Name	
Parent's Name (Please print)	
Parent's Signature	
Parent's Name (Please print)	
Parent's Signature	
Date	

I/We acknowledge the following security arrangement at Bacchus Marsh Grammar, Early Learning Centre, Woodlea:-

- As part of our Security system, we have installed CCTV cameras to the outside (front and children play area) and inside (Foyer and Gallery) of our Centre building
- The cameras came into operation and began recording from January 10<sup>th</sup> 2022. The cameras will record footage continuously (24 hours a day) and only vision will be recorded; no sound. There is no surveillance of adult or children's bathroom, however, it does not prevent CCTV vision of the entrance/exit of bathrooms.
- CCTV footage is retained 30 days. If there is no request for the footage during the Retention Period, the footage will be deleted. If the footage needs to be accessed or stored for longer than the Retention Period for the purpose listed in the CCTV Usage and Disclosure section of the Policy, the CCTV footage will be destroyed when no longer required
- Access to CCTV footage is strictly limited to authorised personnel as determined by the Principal or their delegate, law enforcement agencies and any legal requirements
- All access to CCTV footage will only occur on the direction of an authorized person
- Our CCTV Policy may be viewed at any time and can be found in the Centre Foyer or on our web site.