Close Circuit Television (CCTV) Procedures

Introduction

Notre Dame College is committed to providing a safe, secure and supportive environment for all students, staff, and visitors. As part of this commitment, the College utilises Closed Circuit Television (CCTV) systems as one element of its broader risk management, child safety and wellbeing framework.

The use of CCTV supports the College's obligations under OHS, child safeguarding standards, and privacy legislation by assisting in the prevention, detection and response to incidents on school grounds. It also contributes to the protection of College property and promotes a culture of accountability and respectful behaviour.

This procedure outlines how CCTV is implemented and managed at Notre Dame College to ensure its use is appropriate, transparent and consistent with legal and ethical requirements, including respect for the privacy and dignity of all members of the school community.

Purpose

This policy explains the management, operation and use of the closed circuit television (CCTV) system at Notre Dame College.

This policy applies to the installation of CCTV cameras on school grounds and the use and disclosure of any footage produced by those cameras.

Our Procedure

Notre Dame College has an obligation to ensure the school environment is safe and secure and fulfil the duty of care to students, staff and visitors. The CCTV system exists to assist our school to fulfil these obligations and to prevent and manage other inappropriate behaviour on school grounds.

CCTV provides enhanced capability to protect our school's assets against vandalism and theft. CCTV strengthens our school's security by providing an appropriate level of surveillance on school grounds and assists our school in taking all 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 law.

Use of CCTV

Consistent with our school's obligations set out above, Notre Dame College may use CCTV cameras to:

- prevent and verify incidents involving
    - altercations between students
    - substance abuse by students (drugs, alcohol, smoking/vaping)
    - 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 in which a person has sustained an injury, loss or damage on school premises
    - to provide the principal with visual coverage during emergencies

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

Location of CCTV cameras at our school

At Notre Dame College, CCTV cameras are located at:

- campus entrances
- corridors
- locker areas
- ovals
- playgrounds
- outside of toilet areas
- high foot traffic areas:
    - stairs
    - bus stop
    - site boundaries
- High-risk locations:
    - Fuel storage
    - Hazardous locations

A notice is located at the entrances to each campus (Knight St North, South and Emmaus), alerting people to cameras and this CCTV 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:
    a. Leadership Executive Team
    b. Director of Students
    c. Heads of House
2. the principal has nominated the following to collect footage for the positions identified at 1.a:
    a. Maintenance Manager
    b. ICT Manager
    c. ICT Technician
3. CES Ltd staff, when required to assist the school for the above purpose
4. any other people permitted by law

Showing footage to staff, students and/or their parents/guardians involved in incidents

When using CCTV for the purpose listed in this policy under the heading 'Use of CCTV" and only when appropriate, the principal (or nominee) may show specific footage of an incident to those directly involved, including relevant staff, students and/or their parents/guardians.

This means that any person on school premises may be captured on CCTV footage of an incident that the principal (or nominee) may subsequently show to staff, students and/or their parents/guardians.

Notre Dame College cannot give copies of CCTV footage to staff, students, parents or any other parties. Any requests for a copy of CCTV footage must be made to the People and Culture team at CES Ltd as set out below.

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

CES Ltd owns our school's CCTV systems and CCTV footage.

Disclosure of CCTV footage

Notre Dame College may only disclose CCTV footage externally (i.e. external to CES Ltd) as described in this policy or otherwise when permitted by law.

Storage of footage

CCTV footage is kept between 3 to 6 weeks (dependant on storage capacity). 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 CTV footage has been used to verify an incident or where it is required to be retained for legalr easons, Notre Dame College will manage and securely retain the footage in accordance with records management requirements as issued by the Public Records Office of Victoria.

Access to information held about you

To access information Notre Dame College holds about you (on behalf of CES Ltd), including any CCTV footage, please contact:

CES Ltd People and Culture team

peopleandculture@ceosand.catholic.edu.au

References

Occupational Health and Safety Act

Privacy Act, Privacy Principles

Child Safeguarding Program

Review

September 2024

Next Review

May 2027

Responsibility

Finance Manager (formerly DP – People and Culture)