

CCTV Policy

PURPOSE

This Policy explains the management, operation and use of the closed circuit television (CCTV) system at Bendigo South East College.

SCOPE

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

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

Bendigo South East College has an obligation to ensure the school environment is safe and secure, and fulfil our duty of care to students, staff and visitors. The CCTV system assists our school to fulfil these obligations and to prevent and manage other inappropriate behaviour on school grounds. CCTV also provides enhanced capability to protect our school's assets against vandalism and theft.

Use of CCTV

Consistent with our school's obligations set out above, Bendigo South East College may use CCTV cameras to:

- Prevent, support 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 and investigate 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

In limited circumstances live CCTV footage may also be viewed by our school or Department staff. For more information please refer to the Department's policy: [CCTV in Schools – Installation and Management \(CCTV Policy\)](#).

CCTV cameras are NOT:

- located in private areas such as toilets, changing rooms, dressing rooms, showers or other areas where individual privacy is paramount
- used to monitor student or staff work performance
- hidden or covert, except in limited circumstances and in accordance with the Department's [CCTV policy](#)

Location of CCTV cameras in our school

Existing Cameras

- ADP Hall – Overlooking area between D & E
- A Block – Overlooking area between A & B Block
- A Block – Overlooking canteen lines
- A Block – Overlooking canteen area and entrance to SRC room
- A Block – Overlooking path to Performance and area A Block
- A Block – Overlooking entrance to the General Office and associated paths
- B Block – Overlooking entrance to the school / top oval
- D Block – Overlooking path into stadium and sand pit
- D Block – Overlooking seating area and steps between D and E block
- E Block – Overlooking steps and G block main entrance
- E Block – Overlooking quadrangle
- G Block – G Block loading area & overlooking Curtin Street carpark
- G Block – Overlooking G block carpark / netball courts
- H Block – Overlooking footpath between G and H
- H Block – Overlooking E Block water tank & memorial garden
- H Block – Overlooking area between H Block and Performance
- H Block – Overlooking entrance to the bike shed and behind the Maker Shed
- H Block – Overlooking entrance to the bike via Ellis Street
- H Block – Overlooking quadrangle

A notice is located near each CCTV camera which alerts people to the presence of the camera and this CCTV Policy.

Access to CCTV footage

CCTV footage is only accessed for the purposes set out in this Privacy Notice and the Department's [CCTV Policy](#) 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.

Request to view footage

When using CCTV for the purposes listed under the heading 'Use of CCTV' the Principal may show specific footage of an incident to those directly involved, including relevant staff, students and/or their parents provided:

- the principal considers it appropriate and necessary in order to support parents to understand the specifics of an incident that has taken place so they can provide appropriate support to their child or for a staff member to better understand an incident
- it would not cause a health, wellbeing or safety risk to any other person
- it would not be an unreasonable intrusion into another person’s privacy.

Please note, our school cannot provide copies of CCTV footage to staff, students or parents. The Department must be contacted where these requests are made. Please refer to the Department’s [CCTV Policy](#).

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.

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 the retention requirements set out in the Department’s [Records Management Policy](#).

What if you have questions?

For more information of how our school may use the CCTV system and who may access the footage, please see the Department’s [CCTV Policy](#).

If you have any questions or concerns regarding the use of the CCTV system in our school, please contact the school to discuss: 5443 4522.

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide: [Security Risk Management](#)
- School Policy and Advisory Guide: [Photographing and Filming Students](#)
- [Schools’ Privacy Policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2022
Approved by	School Council
Next scheduled review date	October 2025