



# Oakleigh Grammar

<b>Policy Document Name</b>	<b>Security Surveillance Cameras</b>
<b>Date Ratified by Board of Management</b>	November 2021
<b>Date for Review</b>	November 2024

## 1. Purpose

The purpose for installing a Security Cameras Surveillance System at Oakleigh Grammar is to: decrease theft; damage to School buildings and equipment; and provide details of incidents involving personal injury to students, staff and visitors.

## 2. Guidelines - General:

Cameras will be set up in orientations which will not compromise the privacy of residents residing in the vicinity of the School.

The Board of Management and School employees will be provided with a Camera Location Plan upon request.

To discourage potential intruders, appropriate signage will alert these people to the fact that the Schools are under security cameras surveillance.

The same signage will be placed around the School to inform employees, students and members of the wider community frequenting the School that surveillance is taking place.

The Security Camera Surveillance System will not under any circumstance be used in the following areas:

- Toilets
- Change rooms
- Dressing rooms
- Showers
- Staffrooms
- Other areas where individual privacy is paramount

The Security Camera Surveillance System will not be used for the following purposes:

- Monitoring individual work performance
- Monitoring non-School areas or public places from School sites

### **3. Guidelines – Management of Surveillance Data and Data Capture:**

Surveillance video will be accessed when incidents of a concerning nature appear to have taken place e.g. theft, damage to school property, student injury, etc.

Surveillance cameras will be used to assist in the monitoring of high traffic areas and/or where injuries are more likely occur

Access to surveillance video will be restricted to individuals nominated by the Principal and whose use of it will be limited to the above stated purpose of the surveillance. Nominated staff include the Business Manager, Deputy Principals, Heads of School and Year Level Coordinators and the IT staff member on duty

Permission to access the surveillance video footage must be approved by the Principal or Deputy Principal – Operations.

When video footage is viewed, a written record must be made stating:

- Reason for viewing video data
- List of cameras from which video data was viewed
- Authorised purpose viewing video data
- This record of viewing must be signed and appropriately filed.

In certain circumstances, copies of portions of the video data may be requested by the Police. In such cases, the relevant staff will be informed and a written record of that request being made will be signed and the record will be appropriately filed.

Surveillance data will not be provided to non authorised persons, including school staff, parents and contractors without their express approval

Surveillance information will be destroyed or regularly erased from the surveillance server unless required for a specific investigation.

School administration will seek advice from the Police should surveillance data identify that a criminal activity appears to have taken place.

School administration will not undertake its own covert surveillance. Should covert surveillance be deemed necessary, it will only be undertaken after consultation with the Police.

The collection of surveillance data must not involve any form of entrapment of the surveillance of a person. Example, actively inducing a surveillance of a person into a situation they would not ordinarily enter in to will not be permitted.



## Surveillance Camera – Viewed Video Footage

**Authorised persons permitted to view camera footage are: Executive Team / Year Level Coordinators**

1.	<b>Permission to view Surveillance Cameras: (Must be signed by Principal or DP-Ops)</b>	<b>Signature:</b>
2.	<b>Date:</b>	<b>Time:</b>
3.	<b>Authorised Person Requesting to view footage:</b>	<b>Cameras Viewed:</b>
4.	<b>Other People Present Upon Viewing:</b>	
5.	<b>Purpose:</b>	
6.	<b>Outcome:</b>	
7.	<b>Permission to provide information to:</b> ( IT - Step 9. must be signed off by Principal or Deputy Principal-Operations prior to releasing this information)	
8.	<b>Signed IT:</b>	
9.	<b>Signed by Principal or Deputy Principal-Ops:</b>  <b>Date:</b>	
10.	<b>File - To Principal EA</b>	