

CCTV POLICY 2023

Quality Areas 2 & 7

VALUES

Yackandandah Kindergarten is committed to:

- Maintaining a safe environment
- Compliance with all legislative and statutory requirements
- Maintaining confidentiality at all times

PURPOSE

This policy will provide guidelines for:

- Installation, purpose and use of CCTV system at Yackandandah Kindergarten.

The policy applies to the installation of CCTV cameras on Kindergarten premises at 30 Isaacs Avenue, Yackandandah 3749 and the use and disclosure of any footage produced.

This policy is consistent with:

- Yackandandah Kindergarten's Risk Management practices
- Department of Education's Security Risk Management policy
- Victorian Privacy Law

BACKGROUND AND LEGISLATION

- CCTV is one security measure that services can use to support a safe and secure environment.
- CCTV can deter inappropriate behaviour such as vandalism and theft and assist with safety during serious incidents such as intruder lockdowns.

Legislation and Standards

Relevant legislation and standards include, but are not limited to:

- Privacy and Data Protection Act 2014 (Vic)
- *National Quality Standard*, Quality Area 7: Leadership & Service Management
 - Standard 7.1.2: Systems are in place to manage risk and enable the effective management and operation of a quality service
- *National Quality Standard*, Quality Area 2: Children's Health and Safety
 - Standard 2.2: Each child's health is promoted
- *Privacy Act 1988* (Commonwealth)
- *Privacy Regulations 2013* (Commonwealth)

The most current amendments to listed Legislation can be found at:

- Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au/>
- Commonwealth Legislation – ComLaw: <http://222.comlaw.gov.au/>

DEFINITIONS

CCTV Footage

Closed-circuit television [CCTV] refers to broadcasts transmitted to a limited number of closed monitor/s for the purpose of video surveillance. The video is often recorded for set periods of time and the footage used according to policy.

RELATED POLICIES

- Child Safety
- Child Safe Environment
- Privacy & Confidentiality
- Emergency Management Plan

POLICY

Yackandandah Kindergarten recognises its obligation to ensure the Centre's environment is safe & secure and fulfills a duty of care to students, staff and visitors. The CCTV system exists to assist our Kinder to fulfil these obligations and to prevent and manage other inappropriate behaviour on our grounds.

Yackandandah Kindergarten uses CCTV to monitor the physical environment. Its installation aims to deter vandalism and theft and to provide extra security at high-risk times such as emergency lockdowns.

CCTV strengthens our Kinder's security by providing an appropriate level of surveillance on our grounds and assists us to take all reasonable steps to prevent reasonably foreseeable harm on Kinder premises (duty of care).

The presence of CCTV cameras reassures students, staff and visitors that they are protected when on Kinder grounds.

CAMERA LOCATIONS

Cameras are located at:

- Front verandah door entry to building foyer
- Verandah corner walkway [facing towards the kinder front door, the M&CH door and towards the side entry gate]
- Pedestrian ramp walkway to view the carpark entry/exit gates

Cameras are not located at or in:

- Toilets
- Kitchen
- Parent / Staff room
- Classrooms
- Children's locker areas
- Playground areas
- Administration & Director's offices

USE OF FOOTAGE

Live CCTV footage may be used by the Service Director or Responsible Person to:

- Provide situational awareness of incidents that pose a risk to health or safety of the school community or following a school security alarm activation or other trigger.
- Monitor for activities that pose a risk to the health or safety of the school community or to property where:
 - there is a reasonable belief that an incident will occur.
 - monitoring the CCTV live footage will help to identify the persons involved and/or support the Kindergarten to reduce the risk of the incident occurring or reoccurring.
- Provide the Kindergarten with visual coverage during emergencies.

Recorded CCTV footage may be used by the Service Director or Approved Service Provider to:

- Prevent, verify and investigate incidents involving Criminal behaviour of anyone on Kindergarten grounds
- Verify and investigate other incidents involving students, staff or visitors (*for example, incidents in which a person has sustained injury, loss or damage on kinder premises*)
- Support Service leadership with incident review and debriefing.

CCTV will not be used:

- to monitor non-kinder facilities or public places
- to monitor staff performance
- to monitor student behaviour
- for the purpose of covert surveillance.

ACCESS TO RECORDINGS

Access to recordings will only be disclosed to:

- The Yackandandah Primary School Principal and the Yackandandah Kindergarten Director.
- Any member or officer of a law enforcement agency if required.

MANAGEMENT / NOMINATED SUPERVISOR RESPONSIBILITIES

Management/Nominated Supervisor will comply with current CCTV Australian laws, to ensure:

- All staff and educators have been notified about the CCTV devices at the Service.
- Clear expectations of staff and educators in the workplace and their responsibility for upholding the Service's privacy obligations have been discussed.
- All cameras are clearly visible.
- Signs are placed at the entrance of the Service to advise staff, families and visitors about the surveillance.
- Cameras are not installed in private areas such as bathrooms or shower areas.
- Maintenance and upgrades of cameras are conducted as required.
- Cameras are positioned to ensure the most effective coverage.
- Compliance with the Privacy Act, including handling of any personal information.
- CCTV Footage is kept secure and destroyed or de-identified when it is no longer required.

- Confidentiality is maintained at all times.

MANAGING AND SECURING THE CCTV SYSTEM

The Yackandandah Primary School Principal and the Kindergarten Director or their nominee are 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

CCTV footage is the property of the Yackandandah Kindergarten, its Service Director and the Approved Service Provider Yackandandah Primary School (Principal).

Disclosure of CCTV footage

Our Kindergarten may only disclose CCTV footage externally 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 kindergarten 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 Service Provider will manage and securely retain the footage in accordance with records management requirements as issued by the Public Records Office of Victoria.

AUTHORISATION

This policy was first adopted by the Approved Service Provider of Yackandandah Kindergarten in August 2023

NEXT REVIEW DATE: 2025