
Video Surveillance Policy

DOCUMENT CONTROL			
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1. Purpose

- 1.1. The purpose of this Policy is to set out to regulate the installation and use of video surveillance equipment in Christian Schools Tasmania sites.

2. Scope

- 2.1. This Policy applies to any fixed video recording equipment used on any CST sites. It does not include any non-recorded video equipment used for live monitoring or any recordings made on portable or personal recording equipment, i.e. a phone or laptop.

3. Policy

3.1. Cameras on school grounds:

- 3.1.1. Schools have an obligation to ensure the school environment is safe and secure and fulfil the duty of care to students, staff and visitors. The Video Surveillance System exists to assist our schools in fulfilling these obligations and in preventing and managing other inappropriate behaviour on school grounds. Video surveillance provides enhanced capability to protect our schools' assets against vandalism and theft. Video surveillance strengthens our schools' security by providing an appropriate level of surveillance on school grounds and assists our schools to take all reasonable steps to prevent reasonably foreseeable harm on school premises (duty of care). The presence of video surveillance cameras deters misconduct and inappropriate behaviour and reassures students, staff and visitors that they are protected when on school grounds.

3.2. Use of video surveillance consistent with our schools' obligations set out above:

3.2.1. CST may use video surveillance cameras to:

- prevent 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 footage of incidents to help inform decisions about student management;
- verify 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.

3.3. Video surveillance 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.

3.4. **Location of video surveillance cameras in our school:**

- school entrances
- corridors
- locker areas
- admin area
- ovals
- playgrounds
- higher risk classrooms – where chemicals, high temperatures, machinery or sharp tools are used.

A notice is located near each camera which alerts people to the presence of the camera.

3.5. **Access to video surveillance footage:**

3.5.1. The footage is only accessed for the purposes set out in this policy and only by the following people:

- The Principal or nominee, including people explicitly authorised by the principal;
- pastoral care teachers;
- workers who test and monitor the equipment;
- Any other people permitted by law.

3.6. **Showing footage to staff, students and/or their parent:**

3.6.1. When using video surveillance footage for the purposes listed in this Policy (Section 3.2) and only when appropriate, the Principal may show specific footage of an incident to those directly involved, including relevant staff, students or their parents. This means that any person on school premises may be captured on video surveillance footage of an incident that the Principal may subsequently show to staff, students or their parents. The school cannot give copies of the footage to staff, students or parents.

3.7. **Managing and securing the Video Surveillance System:**

3.7.1. The Principal or their nominee is responsible for managing and securing the Video Surveillance System, including:

- operation of the Video Surveillance System and ensuring it complies with this Policy;
- considering the appropriate location and use of cameras and method for storing video surveillance footage;
- maintaining and upgrading cameras when required.

3.8. **Ownership of video surveillance footage:** CST owns their school's Video Surveillance Systems and video surveillance footage.

3.9. **Disclosure of video surveillance footage:** The School may only disclose video surveillance footage externally (i.e. external to the police) as described in this Policy or otherwise when permitted by law.

3.10. **Storage of footage:** Video surveillance footage is kept for no more than 60 days. If our school has not used the 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 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.

4. References and Additional Related Documents

- CST's Complaints, Grievances and Conflict Policy
- CST's Privacy Policy
- Australian Privacy Principal guidelines www.oaic.gov.au/privacy/australian-privacy-principles-guidelines/
- CCTV Tasmanian Police www.police.tas.gov.au/services-online/pamphlets-publications/closed-circuit-television/

5. Record Keeping

5.1 This Policy is to be kept for three (3) years until review, unless there is a significant legislative or organisational change requiring earlier review.

5.2 The master copy is kept in <https://www.cst.tas.edu.au/services> under Policy Documents, online in read-only in PDF form. Any printed or downloaded copies are deemed uncontrolled.

GENERAL DEFINITION OF TERMS:

Where referred to in this document:

Christian Schools Tasmania (CST) means an association of Christians who, through their Board of Directors, are legally responsible for Calvin Christian School, Channel Christian School, Emmanuel Christian School and Northern Christian School.

The School refers to the CST school to whom the Policy applies.

The Board means the Board of Directors of Christian Schools Tasmania.

Executive is a forum including the Chief Executive Officer, Principals and the Business Manager.

Chief Executive Officer (CEO) is the person appointed to the position of Chief Executive Officer of the Association, or a person acting from time to time in that position.

Principal means the person charged with responsibility for the operation of an Association school, or a person acting from time to time in that position.

Compliance Manager is the person appointed to the position of Compliance Manager of the Association, or a person acting from time to time in that position.

Business Manager is the person appointed to the position of Business Manager of the Association, or a person acting from time to time in that position.

Manager means a person appointed to a managerial position within CST.

Staff is any person either employed by CST either on a casual, part-time or permanent basis as well as volunteers, contractors and sub-contractors engaged in working at a CST School.

Parent is a person who is the legal guardian of a child enrolled at a CST school.

Child means any student enrolled at a CST school.