



CCTV PROCEDURES

1. Background.

Visitors to St Joseph's School Waroona are required to report to the School's reception desks to "sign in". Over the years, the number of incidents of theft, vandalism and break-ins have increased. This has been a concern for the School's Advisory Committee (SAC) and management. As a result of this, in 2022, the SAC approved the installation of video surveillance cameras as part of the School's security risk management to act as perimeter security in areas most prone to vandal damage and break-ins and to ensure the safety and security of students, staff and visitors. The visual presence of CCTV cameras is a strong deterrent against inappropriate behaviour and will reassure staff and students that they are protected within the School campus.

2. Aim

The approaches to teaching and learning at St Joseph's School are based upon our mission, as an integral part of the Waroona Catholic Community and are inspired by Christ's teachings. We endeavour to nurture all children to grow as confident, independent, life-long learners, enabling them to contribute to society with dignity, respect and a spirit of service. We aim to create a safe and supportive environment where the rights of all members of the St Joseph's community are respected and underpin the vision of our school. As part of this strategy to ensure the health, welfare, and safety of staff and students and to safeguard the school's assets, St Joseph's School Waroona will make use of a video surveillance system (CCTV).

The video surveillance cameras will NOT be used for the following purposes:

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

Sources of Authority	
CECWA Policy	Catholic Education Commission Western Australia Information Stewardship
Executive Directive	Information Stewardship

2. Scope

This applies to all visitors, contractors, staff, and students who enter the grounds of St Joseph's School Waroona.

3. Procedure

1. Privacy

In Western Australia, the Act dealing with surveillance is the Surveillance Devices Act 1998 (WA). This Act deals with the use of surveillance devices to monitor private activities, which are defined as being:

“private activity: any activity carried on in circumstances that may reasonably be taken to indicate that any of the parties to the activity desires it to be observed only by themselves, but does not include an activity carried on in any circumstances in which the parties to the activity ought reasonably to expect that the activity may be observed;”

To meet the requirement of the Act to protect the privacy of staff and students, no surveillance will take place in areas or at times when staff or students have a reasonable expectation of privacy. There is signage indicating that surveillance monitoring is in place.

The School will ensure compliance with all relevant Surveillance Devices Act 1988 (WA) and the Privacy Act (1988) and all CEWA Ltd privacy requirements.

2. Hours of operation

The video surveillance system will be in operation twenty-four hours a day, seven days a week all year.

3. Location of surveillance cameras

- The cameras are placed in outdoor locations only and are linked to digital recorders.
- Cameras placed outside are positioned only where it is necessary to protect external assets.
- Surveillance cameras will not be used to monitor inside rooms.
- The cameras will be set up in orientations which will not compromise the privacy of residents residing in the vicinity of the School.
- **The video surveillance cameras will not under any circumstances be used in the following areas:**
 - Toilets
 - Change/dressing rooms
 - Showers
 - Other areas where individual privacy is paramount.

4. Access to surveillance data and data capture

- Live surveillance data may be observed by the Principal, the School Executive and delegates to monitor the well-being and safety of the school community.
- Historic surveillance videos will only be accessed when incidents of criminal activities or an event related to the school community, staff or student safety take place, and the Principal, the School Executive, and delegates believe that the surveillance system may have recorded the incident.
- The surveillance data and data capture will only be accessible to the Principal and his/her nominated delegates, whose use of the data will be limited to the above-stated purpose of the surveillance
- When historical surveillance data is reviewed and viewed, a written record in the surveillance data viewing register must be made stating (template is appendix A):
 - Date and time surveillance data was viewed.
 - Name and title of person(s) viewing the data.
 - The reason for viewing the surveillance data.
 - List of cameras from which surveillance data was viewed.
 - Signed authorisation for viewing surveillance data.

- Upon lawful request, the Principal or delegate will provide the police with any surveillance video required.
- **Surveillance data will NOT be provided to non-authorized persons, including school staff, students, parents and contractors**, without the express approval of the Principal.
- Recordings will not be disclosed except in accordance with this policy or as required by law.

5. Surveillance data retention

The surveillance data will be continuously recorded, with existing data being over-written after a minimum of 30 days of initial recording unless required for a specific investigation. The retention period of the data will depend upon the size of the resolution and compression of the surveillance data collected.

6. Communications

1. Signs will be placed at entry points to inform the community that the School has operational video camera surveillance.
2. The Principal or delegate will inform students, staff, and parents at the beginning of each school year that video surveillance will occur throughout the school year and explain the purpose of such monitoring practice.
3. The Principal or delegate will also inform staff and students that violation of School guidelines, frameworks, policies or laws captured through surveillance data may be used as evidence that may subject them to appropriate disciplinary and legal action, including but not limited to, disclosure to law enforcement.

Authorised by	Michael O'Dwyer	Signature:	<i>Michael O'Dwyer</i>
		Date:	27/12/2023
Effective Date:	01/01/2024	Next Review:	1/12/2027

