



## CCTV PROCEDURE AND GUIDELINES

### Rationale

In accordance with The Department of CCTV in Schools – Installation and Management policy we have implemented a CCTV system in our school.

This policy outlines to our school community how staff use CCTV system and their responsibilities to ensure they are suitable for use.

### Definitions

#### The Department

The Victorian Department of Education.

#### CCTV

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 for evidence.

#### The School

Clyde Secondary College

### 1. Guidelines

Our school 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 inappropriate behaviour on school grounds. CCTV also provides enhanced capability to protect our school's assets against vandalism and theft.

It is the responsibility of Clyde Secondary College to create guidelines and expectations around the use of CCTV footage and data retention.

If an incident requires CCTV to review or assist determination of an incident, staff have a responsibility to follow the procedure, accordance with the departments CCTV Policy.

The principal has the authority to modify this policy and nominate staff members for accessing the CCTV.

Name	Role
RUMS	AP
CHAK	Yr 9 AP
CUMJ	Yr 10 AP
SOUM	Yr 8 AP

BRAA	Yr 7 AP
PRAJ	Wellbeing
CURS	Facilities
WUTA	IT
ST01553	ST
KANN	IT
NAGK	IT
KAPM	Library Manager
MILE	Wellbeing

For any staff member to access CCTV footage they must:

- 1.1 contact one of the staff members listed above,
- 1.2 The contacted staff member from the list above must first seek approval of viewing recorded footage.
- 1.3 Approval must be granted by either the Principal (Kondilo Prades), Assistant Principal (Scott Rumble), Business Manager (Rachel Curran) or Wellbeing Leader (Eve Mills) providing the reasons as to why they need to access the CCTV footage.

Once permission is granted footage can then be accessed.

## 2. Implementation

### 2.1 Expectations of Eligible Staff

Eligible staff are expected to follow the below guidelines.

- i)
  - Staff will not save or download CCTV footage on to their personal devices, including taking photos from their mobile or laptop.
  - Staff members must maintain a record in the CCTV access registry.
- ii) **Equipment Care**  
Staff are expected to,
  - Contact the IT team immediately if any CCTV equipment becomes damaged, lost, stolen, or is malfunctioning.
- iii) **Parameters of Use**  
Staff
  - Will follow the below procedure in accordance to the Department of Education – CCTV In Schools Policy

### 2.2 Data Retention

- It is the responsibility of staff to record use of the CCTV system in the CCTV registry.

- If incident requires future inspection the IT or School Executive team uploads the data into a secure share location in the file server for future references. Naming is required.
- Date is named as followed; Incident name, Date of incident followed by people involved

### 3. Procedure

Staff must record each occasion CCTV footage is accessed. Every time a user logs onto the Wisenet WAVE application to view footage it must be recorded on an associated spreadsheet shared via email:

### Related Policies/ Documents

[Department of Education - CCTV In Schools Policy](#)

**Approved by Principal**

**Next review**  
2028