



CCTV POLICY

Policy 2026-2028



Help for non-English speakers

If you need help to understand this policy, please contact Roxburgh College on 9930 8100

Purpose:

To explain to our school community the Department's and Roxburgh College's policy requirements and expectations relating to the responsible management and use of closed-circuit television (CCTV) within the school grounds and designated classrooms.

***For the purpose of this policy, "CCTV" will be referred to as cameras within the policy.**

Scope:

This policy applies to:

All staff, students, parents and visitors who are connected with Roxburgh College.

Policy:

Cameras located in strategic locations around the school is one security measure that:

- The College can use to support a safe and secure school environment
- can act as a deterrent of inappropriate behavior such as (but not limited to) vandalism and theft and provide evidence to verify incidents.
- can help to verify incidents on school grounds to support an evidence-based response
- can help to reassure students, staff and visitors that they are protected when on school grounds.

In consultation with the DET Security Unit, cameras will not be placed in areas where individual privacy is paramount for example, toilets and changing rooms.

Management and operation of Cameras

The principal is responsible for ensuring the camera system is managed and operated in accordance with this policy and for keeping a record of the staff members nominated to access the system.

All school staff with responsibility for using and managing the cameras must be:

- appropriately trained in using and managing them and made aware of the requirements contained in this policy
- made aware that access to live and recorded footage may be subject to review by the department and they may be required to justify any access to footage.

Access to camera footage

Camera footage must only be accessed for the purposes set out in this policy and only by the following people:

- the principal and staff nominated by the principal
- authorised staff of the department's Security and Emergency Management Division (including via remote access)
- any other people permitted or required by law.

Use of camera footage

Camera footage may only be used for the following purposes.

Live camera footage

Live camera footage may be used by authorised school or department staff 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 camera live footage will help to identify the persons involved and/or support the school or department to reduce the risk of the incident occurring or reoccurring
- Note:** *The college will contact the Security Unit for advice before monitoring camera footage in this manner*
- provide the department with visual coverage during emergencies.

Recorded camera footage

Recorded camera footage may be used by authorised school or department staff to:

- prevent, verify and investigate 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 camera footage of incidents to help inform decisions about student management
- verify and investigate other incidents involving students, staff or visitors (for example, incidents in which a person has sustained injury, loss or damage on school premises)
- support school leadership with incident review and debriefing.

The Employee Conduct Branch must be consulted prior to the use of CCTV footage for staff misconduct or discipline related matters.

Prohibited uses of cameras

Camera footage must not be used by schools:

- to monitor non-school facilities or public places
- to monitor staff performance
- for the purpose of covert surveillance except in accordance with this policy

Disclosure of camera footage to external parties

Live or recorded camera footage may only be disclosed externally (external to the department) as described in this policy or otherwise when permitted or required by law.

Examples of when camera footage may be disclosed externally include:

- live or recorded footage disclosed to law enforcement agencies where required or permitted by law
- when required under a court order.

The school may contact the department's Privacy Unit and/or Legal Division for advice when they receive a request from an external party for access to live camera footage or for copies of recorded CCTV footage. This will

help determine if the footage can be shared with the party or if they need to be referred to the department's Freedom of Information Unit.

Showing footage to students, their parents and staff involved in incidents

When using the cameras for the purposes listed in this policy, the principal may show specific footage of an incident to those directly involved, including relevant staff, students and/or their parents, provided:

- the principal considers it appropriate and necessary in order to support parents to understand the specifics of an incident that has taken place so they can provide appropriate support to their child or for a staff member to better understand an incident
- it would not cause a health, wellbeing or safety risk to any other person and
- it would not be an unreasonable intrusion into another person's privacy.

The school may contact the Privacy Team for further advice on when it may be appropriate and lawful to show students, parents or staff camera footage.

The school cannot give copies of camera footage to staff, students or parents. Any parent, student or staff request for a copy of camera footage must be made to the department's Freedom of Information Unit.

Recorded material – storage and retention

The principal or their nominated staff member is responsible for ensuring camera recorded images are stored securely and retained for a minimum of 31 days.

If the camera footage has not been accessed or used in the ways set out above and there has been no request to view or otherwise access the footage, the footage may be deleted after 31 days.

Where the camera footage has been accessed or there has been a request to access, the school will manage these records in accordance with the retention requirements set out in the department's policy: [Records Management – School Records](#).

Related Policies and Resources

- [Crime Prevention in Schools](#)
- [Police – Department Protocol on Reporting Criminal Activity](#)
- [Privacy and Information Sharing](#)
- [Reporting and Managing School Incidents \(including emergencies\)](#)
- [Schools' privacy policy](#)

Communication:

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included in our staff policy handbook
- Made available in hard copy from school administration upon request
- Uploaded to our school website

Policy Review and Approval:

Policy last reviewed	February 2026
Approved by	Principal and School Council
Next scheduled review date	February 2028

