



RIVERMOUNT COLLEGE

Realising the Potential Within

9.05.02 VIDEO SURVEILLANCE POLICY

PURPOSE OF THIS POLICY

Rivermount College believes in the operation of Closed-Circuit Television System (CCTV) to ensure the health, safety and protection of children, staff, educators, parents and visitors of the Service.

SCOPE

This Policy applies to employees, volunteers, parents/carers, students, and people visiting the College site.

RESPONSIBILITY

Principal reporting to the Board of Directors

LEGISLATION AND REFERENCES

[Privacy Act 1988 \(Cth\)](#), [Privacy Amendment Act 2004 \(Cth\)](#), 8.08.01 Privacy Policy

POLICY STATEMENT

As a security measure, Rivermount College has installed video surveillance cameras at various locations around the school grounds. The use of Close Circuit Television (CCTV) aims to address crime prevention strategies to reduce concerns, deal with complaints and support investigations. The implementation of this policy adheres to the *Privacy Act 1988* and complies with the Australian Privacy Principles.

Signage is posted at both College entrances to notify those entering the school that they may be videoed. The following the procedures are followed by the College to help protect the privacy of those filmed:

1. Provided no incident has been reported in an area under video surveillance, all recordings are deleted at the end of 7 days without being viewed.
2. Recordings are stored in a secure location which can only be accessed by the Principal, Business Manager, IT Manager, and other members of staff in the presence of the Principal, Business Manager or IT Manager.

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3. If an incident occurs in an area under surveillance, the recordings referring to that period of time will be viewed by the Principal, Business Manager or IT Manager in the first instance.
4. Should the recordings provide information which has bearing on the incident, the recordings may be made available to other staff or related persons.
5. Should the recordings provide information which has bearing on the incident, the recordings may be made available the police.
6. Parents will be notified if recordings containing an image of their child has been passed on to police.

(Note: the College is aware that from time to time students may be videoed near the time of an incident where they are clearly not guilty of any offence. The College will do everything it can to protect the privacy of these students by:

- Destroying the recordings within days or as soon as it receives permission from the police; and
- Notifying parents in writing that their child has been videoed and is clearly not guilty of any offence.)

Locations

The cameras are in operation 24 hours per day, 7 days per week, in the locations listed below, as at the date this policy is reviewed. Other video cameras may be installed by the College from time to time and existing locations may be varied.

Primary	Secondary
<ul style="list-style-type: none"> ▪ Front of Prep Building facing Front Gate ▪ South Side Year 1 facing Year 1 Carpark ▪ Front Side Year 1 facing Playground ▪ West Side Year 3 Building facing Staff Room ▪ South Side Year 3 Building facing Year 3 Play Area ▪ Year 3 North Side facing Playground ▪ Year 6 Building facing under cover area ▪ Year 6 Building facing top level ▪ Year 6 Building facing Music and Primary Stage ▪ P10 Balcony facing Primary Sandpit ▪ P10 looking along top veranda ▪ P13 Looking along bottom veranda ▪ Primary Stage ▪ Kindy Play Area 1 ▪ Kindy Play Area 2 ▪ P3 Looking towards P1/P2 ▪ Prep Area facing toilets 	<ul style="list-style-type: none"> ▪ M4 facing Lockers ▪ M4 facing Amphitheatre ▪ M5 facing Lockers ▪ M8 facing Belair Drive Carpark (Student Parking) ▪ M9 facing Lockers ▪ M12 facing Lockers ▪ SN6 facing Lockers ▪ SN9 facing Lockers ▪ South Side SN6 facing Senior Hub ▪ South Side SN6 facing Back Library ▪ SN3 facing walkway ▪ West Side Science facing Access Road and Carpark ▪ North Side Art Building facing Belair Dr ▪ DAT Building facing IT Carpark ▪ DAT Building facing Primary Big Tree ▪ M4 facing Male Toilets ▪ M5 facing Female Toilets ▪ Senior Hub facing library courtyard ▪ Senior Hub facing front of senior hub ▪ Senior hub facing M9-M12

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<p>Administration Building</p> <ul style="list-style-type: none"> ▪ Above the front doors facing front steps ▪ North Side facing Admin Storage ▪ East Side facing Student Welfare ▪ South Side facing Primary Buildings ▪ South Side facing Primary Learning 	<p>Support Services Demountable</p> <ul style="list-style-type: none"> ▪ Facing Back Access Road ▪ Facing Year 6 Building ▪ Facing Prep Play Area
<p>Colin Young Community Centre</p> <ul style="list-style-type: none"> ▪ East Side facing Belair Drive ▪ Internal facing stage ▪ North Side Facing Student Parking x 2 	<p>Retail Centre</p> <ul style="list-style-type: none"> ▪ West Side facing Access Road ▪ Retail Centre Door ▪ South Side facing Carpark ▪ East Side Facing Hall Male Toilets
<p>Maintenance Shed and Pool</p> <ul style="list-style-type: none"> ▪ East Side Pool facing Pool ▪ Maintenance Shed facing access gate ▪ Maintenance Shed facing carpark 	<p>Neville Bonner</p> <ul style="list-style-type: none"> ▪ North Side facing Hall ▪ South Side facing Secondary Carpark (x2) ▪ South Side facing cafe

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