Doncaster Gardens Primary School
CCTV Policy

Philosophical Basis:

CCTV has been installed at Doncaster Gardens Primary School as a measure to reduce and prevent the occurrences of graffiti, broken windows, trespass, theft, malicious damage to school buildings and other forms of vandalism.

Guidelines:

The CCTV system will be used to:

- To reduce vandalism, theft, damage and destruction to school buildings, facilities, equipment and resources
- To assist in the identification of individuals responsible for such acts
- To act as a deterrent to individuals contemplating such acts
- To augment other additional security measures the school has in place

Implementation:

- Video information will be stored onsite indefinitely, and backed-up when a specific incident has occurred which warrants doing so.
- The CCTV will be managed by a member of staff authorised by the Principal.
- Surveillance images will be viewed only by the Principal Class officers, or staff members directly authorised by the Principal.
- Surveillance information will only be accessed if there is a reasonable belief that an incident has occurred and that the surveillance information may assist in identifying what has occurred and who may be involved.
- Surveillance footage will be provided to the Victorian Police if requested to assist in investigations.
- Warning signs stating “Video surveillance monitoring these premises 24 hours” are displayed in various locations around the school.
- CCTV cameras are located only in public areas.
- The school community will be notified of the use of CCTV through the Newsletter annually.

Evaluation:

- This policy will be reviewed as required by developments in relevant legislation or DEECD guidelines.
- This policy will be reviewed every three years as part of the policy review cycle.