



## VIDEO SURVEILLANCE POLICY

### 1. Purpose

Blue Gum Montessori School (BGMS) is committed to providing a safe and secure workplace and learning environment. As such, closed circuit video surveillance cameras have been placed in appropriate strategic locations in and around the school building and grounds, to be used for site safety and security purposes. Please note telephone communications are not recorded.

As part of the school's strategy to keep staff and students safe and to protect school assets, BGMS makes use of a video security system. This system will be in operation across the school including outside of normal school hours and vacation breaks.

### 2. Scope

For all employees of, and visitors to, BGMS.

### 3. Policy Statement

The use of surveillance technology in society is not new, and the public will often find themselves on camera in public places and at public events, all in the interest of public safety and security. Closed circuit television (CCTV) and/or webcams, both passive and active systems, are commonplace in areas such as shopping centres, offices, banks, airports and government buildings. The aim is to deter unlawful and inappropriate activity and to aid in the identification of perpetrators of crime.

Surveillance technology is used in schools to enhance the safety of students and staff, protect school property against destructive acts and aid in the identification of perpetrators of crimes and anti-social behaviour. Some schools already use CCTV to monitor their 'Sick Bay' facilities if they are not in direct view of a member of staff.

CCTV/webcams are one of several strategies used to boost security in schools, and BGMS will use CCTV/webcams in compliance with applicable State and Commonwealth laws. Schools must ensure surveillance systems do not unreasonably infringe on the privacy of individuals, and the use of a video surveillance system should only be considered if no other appropriate options have proven or are likely to prove successful.

### 4. Video Surveillance

The BGMS cameras are placed indoors and outdoors, and they are linked to digital recorders.

The CCTV system will not be used by the School to evaluate staff teaching performance or to monitor staff during non-working time, except when entering or leaving the premises for emergency purposes or where a safety/ security breach has occurred.

CCTV will be used in instances where the safety of children, BGMS staff or parents is in question. Some instances may include bullying, the management of other student behaviours, and/or breaches of the Codes of Conduct.

CCTV will not be in private areas including bathroom/shower areas, toilets and change rooms.



## 5. Other Relevant Policies

BGMS policies relevant to the Video Surveillance Policy include but are not exclusive to:

- Critical and Emergency Incident Policy and Procedure
- BGMS Codes of Conduct – Staff, Community and Student
- Privacy Policy
- Workplace Fair Treatment Policy
- Student Mobile Device Policy
- Adult Digital Device Policy
- Data Security Policy and Procedure
- ITC Policy

## 6. The Privacy Act and Use of Images

The Privacy Act protects personal information that is held, or collected for inclusion, in a 'record'. A 'record' is defined to include a photograph or other pictorial representation of a person. If an individual's identity is apparent, or can reasonably be ascertained, from a photograph or other image, then the collection, use and disclosure of that image is covered by the Privacy Act. This applies to video images as well as still photographs. All privacy principles applicable to the collection, use and disclosure of personal information applies equally to the taking, storage and publication of images.

As part of BGMS Policies and Procedures, the School advises students, parents and staff of the schools right to monitor all staff and student information and communication technology user activity to ensure their compliance with legal, ethical and acceptable use expectations. Generally, this is reflected in the content of the School Codes of Conduct. Schools may also use video surveillance as part of school safety and security management.

In addition to the Privacy Act, Western Australia has legislation that deals with surveillance and the use of surveillance devices – the Surveillance Devices Act 1998 (WA).

In WA 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 that:

- All Privacy and other laws are complied with
- The Principal or delegate will have access to the recorded images. Upon lawful request, the Principal or delegate will provide the Police with any surveillance video required
- All recordings will be disposed of by the Principal or delegate in a timely and secure manner
- Recordings will not be disclosed except in accordance with this policy or as required by law. Disclosure of electronic video data will be on a need-to-know basis, to comply with the School's



policy objectives

- Cameras will be used 24 hours a day, seven days per week
- Signs will be placed at entry points to inform the community that the School has operational video camera surveillance
- All staff are aware of the video surveillance guidelines and practices

The Principal or delegate will inform students, staff, and parents that video surveillance will occur throughout the school year and explain the purpose.

## 7. Responsibilities

Only staff authorised by the School Principal/Delegate may monitor video surveillance. Only members of staff authorised by the School Principal may operate and monitor the CCTV system. No unauthorised people may view video footage for any reason, except where necessary in an investigation.

As is the case for any property belonging to the School, any person who tampers with or destroys a video surveillance camera or any part of the CCTV system may be subject to action by the School Principal or delegate. In addition, Legal Proceedings, including Criminal Proceedings, may be instituted and restitution sought for any damage sustained.

| Approval and Amendment History       | Details                                                                                                             | Date       |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------|------------|
| Draft                                |                                                                                                                     | 02/08/2019 |
| Original Approval Authority and Date | Included a reference to the BGMS Staff Code of Conduct                                                              | 19/08/2019 |
| Review                               |                                                                                                                     | 20/06/2020 |
| Review                               | Added: "Please note telephone communications are not recorded" and "These areas are often supervised by BGMS staff" | 29/01/2021 |
| Review, Amend and Reformat           | Spelling and grammatical errors<br>5. Other Policies. Removed reference to Photographs & Records                    | 30/09/2025 |
| Review and Update                    | Principal                                                                                                           | 30/09/2025 |