



# 1 Purpose and Scope

These Guidelines set out Christ Church Grammar School's (the School's) approach to the deployment and use of video surveillance cameras on campus and within the Boarding Houses. The campus does not have perimeter fencing and is easily accessible to intruders from Queenslea Drive and Stirling Highway. The installation of video surveillance cameras is part of the School's risk management processes and procedures designed to enhance the safety and security of students, staff and visitors and safeguard the School's assets.

# 2 Definitions

**Private Activity** is defined in the Surveillance Devices Act 1998 (WA) as *"any activity carried on in circumstances that may reasonably be taken to indicate that any of the parties to the activity desire 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"*.

# 3 Guidelines

## 3.1 Compliance with Legislation

The School's use of a video surveillance system to protect the safety and welfare of the School community and protect its assets will always comply with the provisions of the Surveillance Devices Act 1988 (WA) and the Privacy Act (1988).

Signage will be installed to advise students, staff and visitors that surveillance monitoring devices are in place.

To protect the privacy of staff and students no surveillance will be undertaken in areas or at times when staff or students have a reasonable expectation that they are undertaking a *private activity*.

Video surveillance cameras will not be used to monitor individual work performance and/or monitor non-school areas or public places from School sites.

## 3.2 Hours of Operation and Location of Cameras

The video surveillance system will operate twenty-four hours a day, seven days a week throughout the year.

Cameras will be placed in outdoor locations and within boarding, (in corridors and recreation rooms only). Cameras placed outside are positioned only where it is necessary to protect external assets and will be linked to digital recorders. Their orientation is not to compromise the privacy of people residing in the vicinity of the School.

Cameras will not be used to monitor inside school classrooms and offices. Under no circumstances will they be installed in toilets, showers, change rooms or areas where individual privacy is paramount.

### 3.3 Access to and use of surveillance data

Surveillance data captured will generally be accessed when incidents relating to student and/or staff safety or criminal activities are suspected to have taken place involving student or school property and the principal or delegate believe that the surveillance system may have recorded the incident.

Use of the surveillance data by the Principal or delegate, members of the School Executive or Director of Boarding will be limited to the above stated purpose only.

When the surveillance data is viewed a written record will be made in the surveillance data viewing register of:

- Date and time the surveillance data was viewed
- Name and title of the person(s) who viewed the data
- The reason for viewing the data
- A list of the cameras from which the surveillance data was viewed
- Signed authorisation from the Principal or delegate, or member of the Executive or Director of Boarding (for cameras installed in boarding)

Following the detection of any serious incidents from the data, the Principal, member of the Executive or Director of Boarding will not undertake an investigation which may require Police involvement. The Principal or delegate will seek advice from the Police.

Upon lawful request, the Principal or delegate may provide the police with relevant surveillance data.

Surveillance data will not be provided to non-authorised persons including school staff, parents and contractors without the express approval of the Principal or delegate.

### 3.4 Surveillance data retention

Surveillance data (visual only) will be stored on servers securely located on the School campus. Remote access to the data will not be permitted.

There will be continuous recording of data with existing data over-written after a minimum of 30 days from initial recording unless required for a specific investigation. The retention period will be dependent upon the size of the resolution and compression of the surveillance data collected.

### 3.5 Communication to the School Community

Signs will be placed at entry points to the School Campus to inform the community that video camera surveillance is in operation.

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