



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, current footage is retained without being viewed until storage requirements require footage to be overwritten. This currently takes place between 10-14 days after the initial capture of recordings.

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2. Recordings are stored in a secure location which can only be accessed by the Principal, Deputy Principal, Business Manager, Head of Primary, Head of Secondary, Head of Curriculum or another staff member in the presence of one of the above.
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.

Administration	Carparks	Internals
Amin Back Door Steps	Retail Centre Road	Library Secondary Area
Admin Storage Delivery Area	Maintenance Carpark	Retail Centre Internal
Admin Green Undercover	Main Entrance	Library Primary Area
Admin Entrance	Maintenance Compound	Library Entrance
Admin Side 1	Hall Student Parking Left	Library Courtyard
Admin Finance Building	Hall Student Parking Right	Library L4
Admin Finance Steps	Secondary Carpark	IT Department Internal
	Science Carpark	Library Fire Door Primary
	Back Access Road	Library Fire Door Secondary
	Primary Staff Carpark	Hall Internal
	Carpark IT Courts	Student Services Internal
	Carpark Belair Drive	
	Carpark IT Road	
	Admin/Finance Carpark	
	Admin/Finance Crossing	
	Front Boom Gate	

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Primary School	Secondary School
Primary Grass Area	College Green
Facing Primary Year 6 Toilet Area	Hall Facing Male Toilets
Primary Year 1	Hall Front
Primary P16 Upper	Retail Centre Entrance
Primary Music	Hall Beach Volleyball
Primary Kindy Play	Senior Hub Front
Primary Playground	Secondary SN6
Primary Undercover Area	Middle M12
Primary Staffroom	Secondary Year 10 Area
Primary PAT Rooms	Middle M9
Primary Prep Play Area	Retail Centre Front Door
Primary Year 6 Grass	Secondary Hospitality
Primary Prep Playground	Secondary SN3
Primary Year 6 Upper	Middle Year 8
Primary Year 6 Lower	Middle Year 7
Primary Stage	Facing Secondary Female Toilet Area
Primary Kindy Teamkids	Secondary Science Pathway
Primary Kindy Play	Facing Secondary Male Toilet Area
Primary Prep Area	Facing Middle Toilets
Primary P2	Senior Hub Staffroom
Primary Trees	Senior Hub Veranda
Primary P10	Secondary SN4/SN5
Primary P13	Middle Amphitheatre Playground
Primary Big Trees	Middle M1
Primary Trees	Middle Amphitheatre
Primary Year 6 Upper	Senior Hub Lockers
Primary Prep Sitting	Facing Middle Male Toilets
	Facing Middle Female Toilets
	Pool
	Middle Library Blocks
	Library Front College Green
	Science SS1
	Science SS4

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