



ST HILDA'S SCHOOL GOLD COAST

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| Type: School Policy | Name: CCTV Policy | Policy No: SLW1.22 |
| Implementation Date: December 2023 | Last Reviewed: April 2024 | Next Review Date: August 2026 |

CCTV Policy

As stewards of St Hilda's School, we recognise our responsibility to act with integrity, transparency, and accountability. Compliance and risk policies safeguard the school community, ensure adherence to law and best practice, and protect the integrity of the trust placed in us. In managing risk and upholding compliance, we act not for ourselves alone but for the wellbeing of all entrusted to our care.

Purpose

This policy guides the operation, use and management of the closed-circuit television (CCTV) at St Hilda's School.

This policy is made in accordance with our obligations under the Privacy Act 1988 (Cth).

Context

This policy applies to all employees (paid or unpaid, full time, part time, casual, volunteers) and others (such as parents/carers, clergy, contractors and consultants associated with the School) and students who fall in the scope of this policy.

Scope

St Hilda's School is committed to providing a safe and secure environments for our students, parents/carers, staff and visitors. The School is also responsible for protecting the physical facilities.

It is our policy that:

- appropriate CCTV surveillance will be conducted for the purpose of:
 - providing safety and security within the School's premises or while using the School's facilities
 - protecting staff and students
 - preventing vandalism, theft or other criminal activity.
- students, parents/carers, staff contractors and visitors will be given clear notice in relation to the CCTV activities of the School by clearly visible signage.
- access to CCTV footage is strictly determined by the Principal or their delegate.
- CCTV records are maintained in accordance with the School's Privacy Policy.

Operations

Signs indicating that the premises are under video and/or camera surveillance are clearly displayed and placed at all entrances to the School. There will be no CCTV coverages of private areas such as toilets, change rooms, bedrooms/dorms, classrooms, staff rooms or offices.

The placement of security cameras will be reviewed periodically by the St Hilda's School Council to ensure that the scope of the images captured is appropriate.

Access to Footage

Access to CCTV footage is strictly limited to authorised staff as determined by the Principal or their delegate, law enforcement agencies and any legal requirements.

All access to CCTV footage through application to the Principal or their delegate will be documented on a register and retained.

CCTV Usage and Disclosure

St Hilda's School must ensure that any CCTV footage is not used or disclosed unless that use or disclosure is:

- for a legitimate purpose related to the school's activities or functions
- for the purposes of law enforcement activities or related to the taking of legal proceedings.

If there is a request to access any CCTV footage, other than by law enforcement agencies or where legally required, this decision will be made:

- by the Principal or Director of Operations
- in accordance with the School's Privacy Policy

If a decision is made to disclose the CCTV footage, the School will document this decision.

Storage of Footage

CCTV footage is retained for a period of 90 days. If there is no request for the footage during the retention period, the footage will be deleted.

If the CCTV footage needs to be accessed or stored for longer than the retention period for the purposes listed in the CCTV Usage and Disclosure section of this policy, the CCTV footage will be destroyed when no longer required.

Queries and Complaints

Any queries or complaints by staff regarding the School's CCTV system should be addressed to the Privacy Officer – Director of Operations.

Any queries or complaints by non-staff should be addressed in accordance with the School's Privacy Policy.

Related documents

- **Legislation**
 - [Information Privacy Act 2009 \(Qld\)](#)
 - [Invasion of Privacy Act 1971 \(Qld\)](#)
 - [Privacy Act 1988 \(Cth\)](#)
 - [Right to Information Act 2009 \(Qld\)](#)
 - [Public Records Act 2002 \(Qld\)](#)
- **St Hilda's School**
 - [Child Safe Action Plan](#)
 - [Privacy Policy](#)

- **Anglican Schools Commission**

- [Code of Conduct for Anglican Schools and Education & Care Services](#)
- [Complaints Management in Anglican Schools Policy](#)
- [Complaints Management in Anglican Schools Procedures](#)

Resource

The School will ensure that there are adequate resources (financial, skill and time) to ensure compliance with the legislative environment.

The School Council

The School Council will ensure that it is focused on the development of key policies that will enable clear implementation of this policy. Resources will be available for the Principal to develop programs. The School Council ensures there are policies to support the needs of all students who are part of the school community.

The Principal

This policy will be implemented after approval of the School Council. The Principal will be responsible for the leading of a respectful and inclusive culture, the ongoing professional development of staff and the dissemination of Anglican Church and government materials to meet the objectives of the policy. The Principal will report to the School Council on the operations of the policy and the needs that may emerge from appropriate evaluation. The Principal will ensure programs fall within budget guidelines.

Evaluation

A continual review will be conducted and reviewed for breaches of compliance and in line with current legislative requirements. Appropriate training, processes and practices will be developed or modified to meet the review conclusions.

Policy Management

The School may, from time to time, review and update this document to take account of new laws and technology, changes to the School's operations and practices and to make sure it remains appropriate to the changing school environment.

Document Control

| Version | Description | Date |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| V1.0 | Document created. | 11/12/2023 |
| V1.1 | Reviewed by the Principal. Minimal updates to the Operations section. | 26/04/2024 |
| V1.2 | Updated document location and staff position titles in Document Checklist section, changed Staff Portal to Ammonite and footer reference. Added preamble. Changed related document Child Youth and Risk Management Strategy to Child Safe Action Plan (available by February 2026). Content of policy not reviewed – cyclical review due in August 2026. | 16/12/2025 |

Distribution Checklist

| No. | Recipient | Responsible | ✓ |
|-----|------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|---|
| 1 | Document location: St Hilda's SharePoint> OneDrive>Documents>General>Policies and Procedures\1. Student Learning and Welfare | EA to the Deputy Principal | ✓ |
| 2 | Ammonite – PDF format, all St Hilda's staff access | EA to the Deputy Principal | ✓ |
| 3 | St Hilda's School website sthildas.qld.edu.au | St Hilda's School marketing team marketing@sthildas.qld.edu.au | ✓ |
| 4 | Printed form: • Principal's office | EA to the Deputy Principal | ✓ |