Westminster School

Title: **WS-Pol-23 CCTV Security Policy**

Approval body / Approver: SLT

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Contact person and role	Neil Matotek
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Next review by	July 2025 Director Corporate Services

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1 Purpose

The purpose of this policy is to ensure the use of closed-circuit television (CCTV) cameras are used to support a safe and secure School environment for students, staff and visitors and deter inappropriate behaviour, unauthorised entry into buildings and the vandalism of property. The School must implement and operate CCTV systems in accordance with this policy and ensure that privacy is considered in the installation and use of CCTV systems.

2 Scope

This policy outlines the requirements relating to the design, installation, responsible management and use of CCTV systems in the School. The policy applies to all Westminster employees.

3 Responsibilities

Principal - Ensuring the CCTV system is managed and operated in accordance with this policy and approving the staff members authorised to access the system.
Director of Corporate Services - Approving the installation and removal of CCTV cameras including the location.
Facilities Manager - Ensuring signage is located at all School entry points and that signage meets policy requirements.
Head of IT -

- Ensuring footage and images are stored securely and only retained for a reasonable period of time – but a minimum of 90 days.
- Performing sufficient maintenance and testing to ensure the CCTV system is operating effectively with external maintenance checks at a minimum on an annual basis.
- Oversee the process of requests for footage or access to the CCTV system and that all requests are recorded in a register as required by this policy that is stored in a secure location.

4 Definitions

Closed Circuit Television CCTV means a surveillance system in which a number of cameras are connected through a closed circuit.

5 Principles

5.1 Location of CCTV Cameras

The School must not install CCTV cameras in the following areas:

- Toilets and showers.
- Change and dressing rooms.
- First aid rooms or sick bays.
- Other areas that individual privacy is paramount.

5.2 Monitoring and Surveillance

Covert and hidden surveillance using CCTV systems is not permitted except in exceptional circumstances or unless directed by SAPOL.

5.3 Signage and Awareness

- Signage must be at a minimum at all School entry points, be easily understood and include words and symbols.
- Signage must be placed in normal eye range and height and in areas of good lighting. Signage must be checked regularly for damage and theft.

- The School must maintain on its website a privacy notice that explains the purpose of having CCTV cameras on the School site and a link to this policy.

5.4 Accessing the CCTV System

The Principal is responsible for approving staff that are to have access to the system. Staff currently approved are:

- Members of the School Leadership Team (SLT).
- The Facilities Manager.
- Permanent members of the IT Services Team.
- Any other person permitted by Law.

The School must record in a register, each time CCTV footage is accessed and include the staff member that accessed the system, the location and time of the footage.

CCTV footage must be retained for a minimum of 90 days and should be deleted after this time unless there is a legal or significant reason to retain the footage.

5.5 Usage of CCTV Footage

5.5.1 Live CCTV footage may only be used by authorised staff to:

- Review and monitor incidents that have, or have potential to, pose a risk to health, safety and security of the school community.
- Monitor activities after the activation of a School security alarm or other trigger.
- Monitor activities where there is reasonable belief that an incident will occur.
- Provide visual coverage during an emergency situation.

5.5.2 Recorded CCTV footage may only be used by authorised staff to:

- Prevent, verify, and investigate incidents that may involve criminal behaviour of anyone on School grounds, staff misconduct and other inappropriate behaviour. For clarity, the School may use footage to help inform decisions about student management.
- Verify and investigate other incidents involving students, staff, or visitors where a person has sustained an injury, loss or damage.
- Support the SLT with incident review and debriefing.

5.5.3 Prohibited uses of CCTV are:

- to monitor non-school facilities or public places.
- to monitor staff performance.
- for the purpose of covert surveillance except in accordance with this policy.

5.5.4 CCTV footage may only be provided to external parties in accordance with the policy or required by Law.

5.5.5 CCTV footage may be shown to students, their guardians and the staff involved provided:

- the Principal considers it appropriate and necessary in order to support parents to understand the specifics of an incident that has taken place so they can provide appropriate support to their child or for a staff member to better understand an incident.
- it would not cause a health, wellbeing, or safety risk to any other person.
- it would not be an unreasonable intrusion into another person's privacy.

5.6 Complaints

Complaints about the usage of CCTV systems or compliance with this policy should be managed in accordance with the "Handling Parent Complaints" policy.