



DARAMALAN COLLEGE

Video Surveillance Policy

Related Policies

- Grievance Policy
- Privacy Policy
- Staff Professional Code of Conduct Policy

Rationale

Video surveillance cameras, providing coverage within the College and its grounds, are installed to help provide a safe environment for all staff, students and visitors. They are intended to protect people within the College while they are going about their work as well as protecting college property. They are not intended, nor should they be used, to keep a watch on staff or invited visitors. The policies below are intended to provide employees, students and visitors with protection from the intentional or unintentional misuse of video surveillance equipment.

Any change in legislation that impacts on this policy will be taken into account and amendments will be made, as required.

Policy

1. Video surveillance cameras are installed throughout the college and in outside areas such as the courtyards and carparks to maintain security but not to monitor staff. It is expected that tape from the cameras will be used in an ethical way at all times.
2. Video cameras will operate at all times in the canteen, similar to any shopping precinct, as the layout of the canteen relies on a system of honesty. Video tapes will be viewed if there is any evidence of dishonesty.
3. The cameras are monitored at Reception during the school day but they are not monitored out of hours.
4. Video footage of incidents can be tracked but this will only be done to investigate a breach of security, safety or any other serious incident. Only those staff delegated with the task of checking the video surveillance monitors or tapes should have access to them with the exception of the Principal, Deputy Principal, Business Manager or their delegate who may view the tapes at any time. Additionally, these people may request assistance from another staff member in identifying people visible on the tape.
5. Should a staff member believe that video surveillance tape has been viewed or used in any inappropriate way, this matter may be subject to an investigation.
6. People external to the workplace will generally not be provided with access to or a copy of the surveillance tapes unless access is authorised by law or requested by police.

7. A staff member who is the subject of a warning or disciplinary action based on video tape evidence is entitled to have access to a copy of the relevant section of the tape of the incident within 7 working days of the warning or the commencement of disciplinary action.

Procedures

1. Signs will be posted to advise that video surveillance is in use on college property and within buildings on major entry points to the buildings.
2. The tapes are kept currently for a period of 21 days. *(NB: This may be extended in the future and if this occurs we will notify staff and amend the Policy.)*
3. Should any person believe that video surveillance tape or equipment has been used inappropriately by a member of the college staff, a complaint should be lodged, in writing, with the Principal who will ensure the incident is investigated and a written response is provided to the complainant under the requirements of the Grievance Policy.
4. Should there be a dispute arising from the use of video surveillance cameras, the basis of the complaint must be put in writing and referred to the Principal who will instigate a review of the issue/s raised. A written response to the complaint will be provided as outlined in the College's Grievance Policy.

Approved by:	College Executive
Contact Staff Member:	Principal
Audience:	College Community
Implementation Date:	November 2015
Supersedes Policy Dated:	March 2015
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