



# DARAMALAN COLLEGE

## Video Surveillance Policy

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### Related Policies

- Grievance Policy
- Privacy Policy
- Staff Professional Code of Conduct Policy
- Managing Poor Performance and Misconduct Policy

### Rationale

Video surveillance cameras are installed to help provide a safer environment for all staff, students and visitors. They are not intended, nor should they be used, to keep a watch on staff or invited visitors. The policies and procedures below are in place to provide employees, students and visitors with increased safety and to manage the possible 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 is used to enhance the protection of staff, students and visitors at the College.
2. Access to video surveillance footage is restricted to staff who need to have access and it is to be used in an ethical manner.
3. Any reported misuse of surveillance footage will be investigated.

### Procedures

1. Video surveillance cameras are installed throughout the College and in outside areas such as courtyards and carparks to maintain security but not to monitor staff.
2. Signs are posted on major entry points to the buildings to advise that video surveillance is in use on College grounds and within buildings.
3. Students are informed that video surveillance cameras operate at the College and may be used to investigate incidents.
4. Staff are informed that video surveillance cameras are used at the College.

5. Video cameras operate in the canteen, as the layout of the canteen relies on a system of honesty. Recordings are viewed if there is any evidence of dishonesty.
6. The cameras are monitored at Reception during the school day but they are not monitored out of hours.
7. Pastoral Leaders are permitted to access video footage when they are investigating a significant incident involving students. Pastoral Leaders are not permitted to access the surveillance system for any other reason.
8. Pastoral Leaders are informed of their responsibilities regarding using the surveillance system at least once each year by their supervisor(s) and are required to sign the Video Surveillance Agreement.
9. Only those staff delegated with the task of checking the surveillance monitors or recordings should have access to them with the exception of the Principal, Deputy Principal, Assistant Principals Pastoral Care, Business Manager or their delegate who may view the recordings at any time. Additionally, these people may request assistance from another staff member in identifying people visible on the recordings.
10. Should a staff member believe that video surveillance has been viewed or used in any inappropriate way, this matter may be subject to an investigation. If the investigation finds that the surveillance system has been used inappropriately, the action is likely to be considered as serious misconduct. Relevant College policies and procedures relating to staff misconduct will be followed.
11. People external to the workplace are generally not to be provided with access to or a copy of the surveillance tapes unless access is authorised by law or requested by police.
12. A staff member who is the subject of a warning or disciplinary action based on video evidence is entitled to have access to a copy of the relevant section of the recording of the incident within 7 working days of the warning or the commencement of disciplinary action.
13. Should any person believe that video surveillance or equipment has been used inappropriately by a member of the College staff, a complaint should be lodged, in writing, with the Principal who directs that the incident be investigated and a written response is provided to the complainant under the requirements of the Grievance Policy.
14. 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 instigates a review of the issue/s raised. A written response to the complaint is provided as outlined in the College's Grievance Policy.

<b>Approved by:</b>	College Executive
<b>Contact Staff Member:</b>	Principal
<b>Audience:</b>	College Community
<b>Implementation Date:</b>	January 2021
<b>Supersedes Policy Dated:</b>	January 2018
<b>Revision date:</b>	Term 4, 2023