| **ELTHAM NORTH PRIMARY SCHOOL No 4212****POLICY MANUAL** |
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| **POLICY NO. 1.15** | **TOPIC: CCTV** | **Page 1 of 1** |
| **PREAMBLE:**Eltham North PS has had graffiti attacks, damage to school buildings, thefts and broken windows in past years. Eltham North PS has several security measures in place, including:* + Presence of motion sensors and a security system linked to DET Emergency and Security management
	+ A system of security gates to reduce traffic through the school
	+ A number of CCTV security cameras

**PURPOSE:** * To address the issues of damage, ongoing costs and the loss of equipment, caused by graffiti, vandalism and thefts over time.
* To maintain the school environments and protect the school’s resources.
* To eliminate vandalism, theft, damage and destruction to school buildings, facilities, equipment and resources
* To assist in the identification of individuals responsible for such acts
* To act as a deterrent to individuals contemplating such acts
* To augment other additional security measures the school has in place

**GUIDELINES FOR IMPLEMENTATION:*** CCTV information will not be stored or backed-up unless an incident has occurred which warrants doing so.
* The CCTV will be managed by the Principal
* Surveillance images will be viewed by the Principal Class. Further access requires authority from the Principal.
* Surveillance information will only be accessed if there is a reasonable belief that an incident has occurred and that the surveillance information may assist in identifying what has occurred and who may be involved.
* Surveillance footage will be provided to the Victorian Police if requested to assist in investigations.
* The areas where cameras are located are clearly identified by warning signs with the message: “These premises are under constant video surveillance”.
* The school community will be notified of the use of CCTV through the Newsletter annually.

**PARENTS ROLE**Support the strategies put in place to create a supportive and productive school environment**DOCUMENTS IN SUPPORT OF THIS POLICY:** |
| **Program Leader:**David Foley | **Issued on Web**Nov 2022 | **Updated / Ratified by SC:**August 2022 |