



College Guideline

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CCTV in Schools and Colleges - Management

Reflection

"Great are your judgments and hard to describe;" Wisdom 17:1a.

Purpose

The purpose of this policy is to outline the requirements relating for the responsible management and use of closed-circuit television (CCTV) across Catholic Education, Diocese of Cairns schools and colleges.

Policy

1. CEDC utilises CCTV devices across its schools. Those devices are used primarily to promote the safety and security of CEDC's staff, students, and assets, within its schools.
2. CEDC supports the use of CCTV in its premises to deter crime, misconduct, and inappropriate behaviour. It also supports the use of CCTV to assist in the investigation of incidents in CEDC's schools, and to reassure staff members, students, and parents that they are protected on school grounds.
3. CEDC recognises the importance of privacy for our students and school communities. This policy will be implemented conjointly with CEDC's corresponding procedures, and in accordance with the Privacy Act 1988 and the Australian Privacy Principles.
4. From time to time, CEDC may utilise CCTV footage to investigate property damage, and actual or alleged staff misconduct, student misconduct, safeguarding matters, injury to a person or criminal activity ('investigable matters').
5. However, CEDC will not utilise CCTV devices to monitor or evaluate employees' professional performance unless such performance is alleged to give rise, or relate, to investigable matters.
6. Students, parents, and others who attend premises that are subject to CCTV surveillance are to be informed that they may be the subject of recorded surveillance. They are to be informed in accordance with CEDC's corresponding procedures.
7. The principal of each school is responsible for implementing each school's system of CCTV surveillance. The principal of each school is also responsible for ensuring that all CCTV surveillance is conducted in accordance with this policy, the corresponding procedure, and otherwise in accordance with all laws relating to privacy.
8. CCTV surveillance is promoted in common areas of each school, including external spaces such as playgrounds and ovals. It is to be limited to areas within the school's boundaries. In the event that CCTV monitoring incidentally records areas outside the school's boundary, it will comply with this policy only if:
 - a. the incidental monitoring of an area outside the school's boundary is not reasonably preventable (for example, by re-angling or relocating the camera); and
 - b. the area subject to incidental monitoring is a public space in which:
 - i. there is no toilet, changeroom, dressing room, medical suite, or similar facility; and
 - ii. persons would not have a reasonable expectation of privacy; and
 - c. notice of the CCTV recording is visible from the area, in accordance with CEDC's published procedure.

9. There is to be absolutely no CCTV monitoring of any area in which a person would have a reasonable expectation of privacy. Such areas expressly include (without limitation) medical suites, sick bays, bathrooms, toilets, changerooms, dressing rooms, or similar facilities. This includes monitoring of areas within a boarding facility between living quarters and bathrooms, changerooms, toilets or similar facilities to ensure the privacy of a person preparing for or attending to bathing or dressing.
10. CCTV devices are to generate or transmit visual records only; they are not to record sound, or make any audio transmission, nor are they to have any capability to do so (whether the capability is utilised or not).
11. The principal is responsible for determining the appropriate location for cameras. The principal is also responsible for the storage and confidentiality of footage obtained through CCTV surveillance.
12. The principal must ensure that CCTV devices are maintained, and regularly assessed, by suitably qualified IT staff, or suitably qualified external contractors, to ensure the integrity and security of the CCTV system.
13. The principal must consult the school/college advisory board, and school community (including staff, students, and parents), before introducing CCTV monitoring in a school. If there are existing CCTV systems in a school, the principal of that school must ensure that the school community is made aware of their existence through signage and regular communication.
14. Footage obtained as a result of surveillance may be disclosed on request to duly authorised law enforcement agencies and PSSO. It must also be disclosed when its disclosure is compelled by order or notice of a court.
15. Footage obtained as a result of surveillance is not to be provided to parents, staff members, or visitors.
16. However, in appropriate circumstances, the principal may exercise discretion to permit the supervised viewing of such footage by staff members, students, or parents.
17. Such discretion is to be exercised strictly in accordance with CEDC's corresponding procedures. The discretion should not be exercised without proper purpose, or in circumstances where:
 - a. the exercise of that discretion does not promote the objectives and rationale of this policy;
 - b. if it is being viewed by a staff member other than the principal or the principal's delegate—the subject footage depicts other staff members, or interactions between other staff members if the viewing staff member was not a party to those interactions;
 - c. if it is being viewed by a parent—the subject footage depicts staff members (unless the subject staff members gives consent), or children other than the parent's children; or
 - d. if it is being viewed by a student—the subject footage depicts other students, or interactions between other students if the viewing student was not a party to those interactions.
18. Live monitored CCTV monitoring should occur only in circumstances where the principal:
 - a. has become aware of a situation in which the health or safety of any person is at risk; or
 - b. reasonably suspects such a situation to be imminent; and
 - c. requires contemporaneous knowledge of the situation, in order to obviate or mitigate that risk.
 - d. **provided all provisions of this procedure and its corresponding policy are satisfied, and without derogating from them, the Executive Director may permit the live monitoring of CCTV footage in circumstances where such monitoring is necessary for the proper supervision of students, and such supervision is otherwise impracticable.**

All CCTV footage is to be retained in accordance with CEDC's published procedure, and in accordance with the *Retention and Disposal Schedule*.

Rationale

CEDC must safeguard students, staff and the school community from harm. The use of CCTV supports the safety and wellbeing of students and provides additional assets to ensure schools are able to maintain a safe school environment that respects the privacy of the school community.

Outcomes

- The installation and use of CCTV within schools and colleges that promotes a safe and secure school environment.
- Installation and use of CCTV is restricted to certain areas and uses to ensure where required the privacy of staff, students and the school community.
- Ensures staff are aware of the restricted use of CCTV that maintains trust, whilst promoting accountability and statutory compliance.

With the supportive procedures provide staff with advice regarding the disclosure of CCTV footage to external parties.

Enquiries

- Assistant Executive Director Strategic Governance
- Executive Manager Professional Standards and Safeguarding Office (PSSO)

Related Directives, Policies and Procedures

- CCTV in schools and Colleges – Management Procedure
- Privacy Policy
- CEDC Retention and Disposal Schedule