



Closed Circuit Television (CCTV) Policy

Purpose:

The purpose of this policy is to outline how Closed Circuit Television (CCTV) is used at Whittlesea Secondary College to ensure the safety and security of students, staff, visitors and property while protecting individual privacy and complying with relevant Victorian Government Department policy, Child Safe Standards, and privacy law.

Scope:

This policy applies to all CCTV cameras installed and operated on the Whittlesea Secondary College campus, including external areas and internal common spaces. It applies to all recorded footage and digital images captured by the CCTV system and to all staff, students, visitors, contractors and volunteers while on College premises.

Policy:

Whittlesea Secondary College uses CCTV to support the health, safety and wellbeing of students, staff and visitors; protect College property, buildings and equipment; and prevent, manage and investigate incidents of damage, theft, vandalism or behaviour that may harm people or property. CCTV systems are installed and operated in compliance with the Department of Education's Policy and Advisory Library (PAL) CCTV in Schools – Installation and Management Policy, the Victorian Child Safe Standards, and relevant privacy legislation. The use of CCTV supports the College's commitment to providing a child safe environment where the safety and wellbeing of students is paramount.

Child Safety Alignment

This policy operates in conjunction with the

- [Whittlesea Secondary College Child Safety and Wellbeing Policy](#)
- [Duty of Care Policy](#)
- [Visitors Policy](#)
- Emergency Management Plan

CCTV supports proactive supervision, risk mitigation and response to allegations or incidents in line with the Child Safe Standards. The College acknowledges its obligation to take reasonable steps to prevent child abuse and to respond appropriately to any concerns about student safety.

Privacy and Personal Information

CCTV recordings are considered personal information under Victorian privacy law. The school will only collect footage where it is necessary for safety and lawful operational purposes. Footage will be stored securely, protected from unauthorised access, and deleted once it is no longer required in accordance with



Department records management requirements. Footage will only be shared on a need-to-know basis and in line with privacy, child safety and legal obligations.

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Signage and Notification

Appropriate signage is displayed at entry points and in areas where CCTV operates to notify staff, students and visitors that recording is taking place for safety and security purposes.

Use and Access

CCTV footage may only be accessed by authorised personnel including the Principal or delegate, members of the leadership team, and authorised Department staff where required. Footage will not be used for inappropriate monitoring purposes or to assess staff performance. Where footage relates to a child safety concern, access and disclosure will occur in accordance with the Child Safety and Wellbeing Policy and mandatory reporting obligations.

Location of CCTV cameras

The principal, in collaboration with the Security Unit, is responsible for determining the appropriate location of cameras in accordance with this policy. See Appendix 1 for all camera locations.

Prohibited locations of CCTV cameras

Whittlesea Secondary College have not installed CCTV cameras in the following areas:

- toilets
- change rooms
- dressing rooms
- showers
- other areas where individual privacy is paramount.

Storage and Retention

Recorded CCTV footage is stored securely and retained in accordance with Department retention requirements. Footage required for investigation purposes, including child safety matters, may be retained longer. Once no longer required, footage is securely deleted or overwritten.



Disclosure of Footage

CCTV footage may be disclosed to Victoria Police or other lawful authorities where required for investigation purposes, including matters relating to child safety. Requests for access to footage will be managed in accordance with privacy, child safety, and freedom of information requirements.

Responsibilities

School Leadership is responsible for ensuring compliance with Department policy, privacy obligations and Child Safe Standards, and for authorising access to footage. ICT and administrative staff ensure secure storage and management of footage. All staff must respect privacy and child safety obligations and only access footage when authorised.

Communication:

This policy will be communicated to our College community in the following ways:

- Provided to staff at induction and included in staff handbook/manual
- Discussed at staff meetings/briefings as required
- Made available publicly on our College website
- Included in transition and enrolment packs
- Included as annual reference via COMPASS
- Made available in hard copy from College administration upon request

Further Information and Resources:

The Department's Policy and Advisory Library (PAL):

- [CCTV in Schools Policy](#)
- [Child Safe Standards Policy](#)
- [Duty of Care Policy](#)
- [Visitors Policy](#)
- [Privacy and Information Sharing Policy](#)



Policy Review and Approval:

This policy will be reviewed in line with Department policy updates, Child Safe Standards amendments, or legislative changes.

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| Policy last reviewed | February 2026 |
| Consultation | Leadership, Principal Executive |
| Policy approved | Principal |
| Next scheduled review date | February 2029 |



Appendix 1:

