



## Closed-Circuit Television (CCTV) Policy

### Vision Statement

St John's Catholic College is a safe, connected, learning community for local, boarding and international students. We strive for excellence and ensure the holistic development of each student through a balanced approach to faith, academic, sporting and cultural activities.

### Rationale

The rationale of this policy is to regulate the installation, management and operation of the Closed-Circuit Television (CCTV) System at St John's Catholic College. CCTV Systems are now commonplace in secondary schools, both government and non-government, with the rationale to support the safety and security of all students, staff, visitors, and property. Specifically, the CCTV System will:

- Act as a deterrent to antisocial / unacceptable behaviour.
- Assist the College in the review and management of incidents of concern.
- Assist the College in supervision.

### Location of CCTV Cameras

CCTV Cameras are to be placed only on College property and only external to buildings. Signage to be installed at key locations informing the College Community of the presence of the CCTV System.

### Use of CCTV Footage

CCTV footage, live and recorded, may be used for the following purposes:

- To support supervision and the provision of a safe and secure living, learning and working environment.
- Assist in the identification, investigation, review, management and reporting of incidents of concern.

### Access to CCTV Footage

- Access to CCTV footage (live and recorded) is limited and restricted to authorised College staff.
- Live CCTV footage may be viewed to support student, staff, visitor and property supervision, safety and security and may be viewed only from approved onsite locations.
- Recorded footage is only to be reviewed if there is a reasonable belief that an incident of concern has occurred.
- Alerts identified by the CCTV System will be reviewed in a timely manner by an authorised person.
- All reviews of recorded CCTV footage to be logged and approved.
- CCTV footage is not to be made available to parents / guardians, except in the situation, and at the discretion of the Principal, where the footage directly involves the parent's / guardian's child.
- The Principal at his/her discretion, or by directive, may supply CCTV footage to: the NT Police, the Australian Federal Police, Catholic Education Northern Territory, relevant Insurance Agencies, or any other relevant party / organisation. The Principal should consult with Catholic Education Northern Territory, and in certain matters legal representatives before supplying CCTV footage.

## Management and Storage

The CCTV System at St John's Catholic College was installed by JC Electronic Security Pty Ltd. The College Operations Manager has day-to-day responsibility for the management of the CCTV System. CCTV footage is recorded and stored on the system for a period of 30 days. Footage of incidents of concern may be saved for future reference. Please note that the CCTV System has an audio function on playback.

## Authorised Staff to View Footage

- Principal and the Strategic Leadership Team
- Heads of House
- Property Manager
- Deputy Director of Boarding and Boarding Team Leaders
- Information Communication Technology Officer

## Authorised Staff to Approve Reviewing of Alerts and Recorded Footage

- Principal and Deputy Principal
- Operations Manager
- Director of Boarding

## Breach of this Policy

Any breach of the CCTV Policy will be initially investigated by the Principal (or his/her delegate) to determine possible action, including sanctions. Please note that interfering with and/or damaging a CCTV Camera or System will be considered a significant breach of this policy. Interfering with a CCTV Camera includes obstructing, covering and/or changing the position of the camera.

## Complaints

Any complaints about St John's Catholic College CCTV System should be addressed to the Principal.

## Evaluation

The CCTV Policy will be endorsed and implemented as a working draft for a period of 12 months. The Principal may approve operational modifications to this policy during the draft period. Following the draft period, the CCTV Policy will be reviewed and updated and return to the College Advisory Board for endorsement.

## Endorsement and Implementation

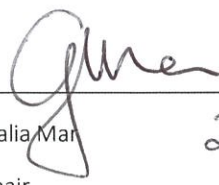
This policy as a working draft, is endorsed by the College Principal and the College Advisory Board for implementation from Monday 26 June 2023 with a review to take place by 31 July 2024.



Mr Cameron Douglas Hughes  
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Cameron Hughes  
Principal

St John's Catholic College

  
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Clalia Mar 23 June 2023  
Chair  
College Advisory Board