



# CLOSED-CIRCUIT TELEVISION SYSTEM (CCTV) POLICY

Our Service believes in the operation of Closed-Circuit Television System (CCTV) to ensure the health, safety and protection of children, staff, educators, parents and visitors of the Service.

## NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is protected

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service

## EDUCATION AND CARE SERVICES NATIONAL REGULATIONS

12	Meaning of serious incident
181	Confidentiality of records kept by approved provider
195	Application of Commonwealth Privacy Act 1988

## RELATED POLICIES

Supervision Policy  
Work Health and Safety Policy  
Health and Safety Policy

## PURPOSE

The use of Close Circuit Television (CCTV) installed at the Service aims to address concerns, deal with complaints and support investigations.

## SCOPE

This policy applies to children, families, staff, management and visitors of the Service.

## IMPLEMENTATION

Our Service uses Closed-Circuit Television (CCTV) to monitor the physical environment. It provides protection and security for staff and children in care, assisting in assuring families that their children are in a safe environment and may also assist with misunderstandings, damages to the Service, theft and potentially false accusations by providing digital evidence.

### Camera Use

Closed-Circuit Television (CCTV) operates at the Service and comprises of:

- 16 fixed position cameras
- A monitor
- Digital Hard Drive Recorder
- 1 Public Information Sign

### Camera Locations

- The entrance and exit points
- Car park
- Foyer Area
- Kinder playground
- Hallway
- 3 YO kinder playground
- Pre Kinder playground
- Toddler 2 playground
- Toddler 1 playground
- Nursery playground

The CCTV recording system operates in real mode, monitoring the site continuously 24 hours a day. Footage and information collected via the recording system will be governed by Australian Privacy Principles and all relevant staff will be kept up to date with requirements under Australia's privacy law. (There are some Commonwealth, State and territory laws that restrict the use of listening, optical, data and tracking surveillance devices.)

Access to the recordings will only be disclosed to:

1. The Regulatory Authority to assist with investigations on "child protection" e.g., abuse, neglect and ill treatment.
2. To a member or officer of a law enforcement agency E.g. Police for use in assisting with investigations.
3. The Approved Provider, Nominated Supervisor / Responsible Person on duty to investigate situations that may have occurred.

### Storage of Footage

CCTV footage is kept at the Service for a period of up to 14 days.

### MANAGEMENT/NOMINATED SUPERVISOR:

Management/Nominated Supervisor will comply with current CCTV Australian laws, to ensure:

- All staff and educators have been notified in writing about the surveillance devices at the Service
- Clear expectations of staff and educators in the workplace and their responsibility for upholding the Service's privacy obligations have been discussed
- All cameras are clearly visible
- Signs are placed at the entrance of the Service to advise staff, families and visitors about the surveillance
- Cameras are not installed in private areas such as bathrooms or shower areas
- Maintenance and upgrades of cameras are conducted as required
- Cameras are positioned to ensure the most effective coverage
- Compliance with the Privacy Act, including handling of any personal information
- CCTV Footage is kept secure and destroyed or de-identified when it is no longer required
- Confidentiality is maintained at all times
- The correct time and date are covered
- A request to view a recording is in accordance with Australian law.

## SOURCE

Education and Care Services National Regulation

Revised National Quality Standard

Childcare centre Safety - <https://www.asial.com.au/documents/item/632>

<https://www.oaic.gov.au>

## REVIEW

POLICY REVIEWED	OCTOBER 2018	NEXT REVIEW DATE	OCTOBER 2019
MODIFICATIONS	New policy created		