



Closed Circuit Television (CCTV) Policy

Version 1, June 2023

Approved by the principal

1. INTRODUCTION

All AICC policies, protocols and procedures flow from the College's vision:

To be a distinct growth-focused school where all students strive for continuous growth in a caring, empowering, and supportive environment as they achieve their full potential to become future ready, contribute to their community, and have confidence in their Australian-Muslim Identity.

Australian Islamic Centre College is committed to the care, safety and welfare of students and staff.

2. PURPOSE

This policy outlines the management, operation, and use of the Closed Circuit Television (CCTV) system at AIC College. The purpose of CCTV at AIC is to support the College's duty to ensure a safe and secure environment for students, staff, and visitors by deterring, preventing, and managing inappropriate behaviours and potential security threats on school grounds.

3. SCOPE

This policy applies to the installation and operation of CCTV cameras on AIC College premises and the use and disclosure of any footage including audio produced. The policy aligns with applicable privacy laws and ensures the system's use complies with the Islamic ethos and community values of the College.

4. IMPLEMENTATION

AIC College has a responsibility to provide a safe environment for its community, fulfilling its duty of care to students, staff, and visitors. CCTV enhances this by offering an additional layer of security and surveillance to deter misconduct, prevent incidents, and manage risks, such as vandalism or theft. The use of CCTV is guided by respect for privacy and is consistent with local privacy regulations and ethical standards upheld by the College.

5. Use of CCTV

CCTV at AIC College may be used to:

- Prevent and verify incidents involving criminal behaviour, staff misconduct, or inappropriate behaviour by students, staff, visitors, or the public.
- Verify other incidents (e.g., injuries, property loss, or damage on College grounds).
- Provide the Principal with visual information during emergencies for better management and coordination.

The system will not be used for covert surveillance, nor will cameras be placed in private areas like toilets or changing rooms. Additionally, CCTV footage will not be used to evaluate staff or student performance.

6. Location of CCTV Cameras

At AIC College, CCTV cameras are strategically placed in or around:

- School entrances
- Main staffroom
- Admin area
- Corridors
- Classrooms
- Grass areas

7. Signage are situated at the entry and exit points of the school premises.

8. Access to CCTV Footage

Access to CCTV footage is restricted to authorised personnel, including:

1. The Principal or authorised nominees.
2. Staff who need access for specific, approved purposes related to safety and security.
3. External authorities (e.g., law enforcement) as permitted by law.

When appropriate, footage of specific incidents may be shown to those directly involved, including staff, students, and parents. However, copies of CCTV footage will not be provided to any external party.

9. Managing and Securing the CCTV System

The Principal or their authorised representative is responsible for managing the system, ensuring:

- The operation complies with this policy.
- Cameras are appropriately placed and maintained.
- CCTV footage is securely stored and deleted after 31 days, unless required for an investigation or legal reasons.

10. Storage of Footage

CCTV footage is retained for up to 31 days, unless it is needed for specific investigations or legal purposes. After this period, footage is deleted unless otherwise required.

11. FURTHER INFORMATION AND RESOURCES

This policy should be read alongside other relevant AIC College policies, including:

- AIC College Risk Management
- AIC College Photographing and Filming Students Policy
- AIC College Privacy Policy

This ensures the system operates within legal boundaries while supporting the broader objectives of creating a secure and respectful school environment.