



SECURITY SURVEILLANCE POLICY

1. Rationale and Aims

The FHSS P&C Association operates an Outside School Hours Care (OSHC) service. In order to comply with the FHSS P&C Association OSHC Policy and Procedures, in particular the policies regarding child safety, monitoring of children and toileting procedures, a CCTV system has been installed. This was deemed to be the most effective method to monitor areas used by students attending OSHC and comply with the various childcare regulations relating to these policies.

The FHSS P&C Association seeks to protect its volunteers, staff, visitors and children and any other persons involved in P&C operations as well as its assets in and around the school grounds. As an additional security measure, security cameras are also installed to monitor other areas of the school and protect the P&Cs interests and property as well as enhance the safety of P&C staff, parents and students.

It is also expected that the cameras will, in the first instance, be a deterrent to unlawful behaviour and, in the second instance, assist in the arrest and prosecution of any person or persons conducting or participating in criminal activity within the school grounds.

2. Privacy

Only security CCTV equipment, applications and monitoring specifications which are approved by the P&C Executive Committee and school Principal shall be used within the grounds of Ferry Hills State School. Appropriate standard operating procedures shall be applied to all security CCTV applications to ensure effective and ethical management of equipment and that recorded information is appropriately maintained by authorised users.

Management of CCTV operations will be in compliance with Queensland and Australian legislation and amendments which may affect the use of CCTV and recorded material including the Information Privacy Act 2009 and Right to Information Act 2009.

The CCTV system will be operated within applicable laws and for the ethical and beneficial purposes for which it is established or which are subsequently agreed in accordance with this Policy.

Staff responsible for surveillance shall be trained in the ethical conduct and use of CCTV surveillance systems.

Signage indicating the premises are monitored by video surveillance will be displayed at the main entrances to the school grounds.

3. Procedures

The following conditions apply to the use of the cameras and images captured:

Cameras will not be covertly deployed.

Recording will occur 24 hours per day.

Images will be stored on a discrete hard disk and accessible only by personnel who have been so authorised by the P&C Executive Committee and school Principal. Access to images is possible only with the appropriate software and password.

Disk capacity is such that images are overwritten periodically (14 - 28 days).

Images will only be retrieved or reviewed in response to any of the following:

- Any unlawful activity or event
- Any official misconduct
- Physical injury through accident or assault
- Complaint of threat to safety
- Monitoring compliance with P&C policies and procedures
- Compliance with relevant childcare regulations
- Other insurance events

Should any of the above events involve a member/s of staff, that staff member/s will have the opportunity to be involved in the enquiry process.

Images from the hard disk storage may be provided to police in hard or electronic form in order to facilitate investigation of illegal acts. A copy will be retained by the P&C Executive Committee and/or school, in compliance with legal requirements for the retention of records.

Images from the hard disk storage may be shown to P&C staff, school staff, parents and/or students (where appropriate) in hard or electronic form in order to facilitate investigation of safety or disciplinary breaches. Images may be stored for a maximum of 30 days unless it is considered appropriate to retain images for a longer period for evidence purposes as may be required by law or to assist with any investigations.

4. Review

This policy will be reviewed annually at the P&C Annual General Meeting.