

NAG 6: The use of Security Cameras Policy



Rationale:

The purpose of this Policy is to regulate the management, operation and use of security cameras at Te Kopuru School.

Security cameras were installed in the school as a result of escalating vandalism of the school property, particularly after school hours, weekends and holidays.

Objectives:

- a). To protect the school building and assets, swimming pool and assets, and the personal property of pupils, staff, volunteers, visitors and members of the community
- b). To support the police in preventing and detecting crime, and assist in the identification and apprehension of offenders
- c). To monitor the security and integrity of the school site

Positioning:

Locations have been selected that the school reasonably believes require monitoring to address the stated objectives. These include the buildings and grounds, entrance and access ways.

There will be no cameras located inside buildings.

Adequate signage (as required under the Privacy Act) has been placed in prominent positions to inform staff, pupils, volunteers, visitors and community members of the installation of security cameras.

The system will be operated 24 hours each day, every day of the year.

Operation and Monitoring of the System:

The system will be administered and managed by the Board of Trustees in accordance with the principles and objectives expressed in this policy.

Staff authorised by the school to have access to footage are Board Chair, Principal and the senior management team.

Images will be viewed in a suitable secure and private area to minimise the likelihood of or opportunity for access to unauthorised persons.

Police Access:

Footage may be viewed by the police for the prevention /detection of crime or identification of a missing child. A record will be maintained of the release of footage to the Police. Viewing of footage by the Police must be recorded in writing. Requests by the Police can only be actioned through the Principal. Should footage be required as evidence, a copy may be released to the Police on the clear understanding that the footage remains the property of the school, and both the footage and information contained on it are to be treated in accordance with this policy.

Applications received from outside bodies (e.g. lawyers) to view or release footage will be referred to the Board Chair and Principal. In these circumstances footage will normally be released where satisfactory documentary evidence is produced showing that it is required for legal proceedings, or in response to a Court Order.

Maintenance

Performance monitoring, including random operating checks, may be carried out by the BOT Chairperson, Principal or Senior management team

The cameras will be checked and (to the extent necessary) serviced annually.

Public Information

Copies of this Policy will be available to the parents on the school website.

Any breaches of this policy will be investigated by the Board Chairperson or the Principal

Review This policy will be reviewed every three years.

Chairperson

Date

