



CCTV Surveillance Procedure

Policy

The Video Surveillance Procedure falls under the Governance and Management of Service Policy. Hawthorn Early Years will maintain appropriate systems and ensure processes are in place to guarantee the good management of the Service, the accountability of its stakeholders, compliance with all legislative requirements and that the actions of both children and adults are, at all times, respectful, honest, courteous, sensitive, tactful and considerate.

Application of Procedure

This procedure applies to the Approved Provider, the Board of Hawthorn Early Years all subcommittees of the Board of Management, employees, students, volunteers, families, children and others attending the programs and activities of Hawthorn Early Years.

Hawthorn Early Years is committed to:

The provision of a safe and secure environment for all children, employees and visitors.

Hawthorn Early Years will:

Provide information on the Services use of CCTV

Place prominent signs in the Service entrance informing people that CCTV is in use at the Service.

Notify parents that CCTV cameras are in use at the Service via the Parent Handbook and obtain their written consent via the child's enrolment form.

Notify employees that CCTV cameras are in use and obtain their written consent obtained via their Letter of Offer.

Notification to parents and employees will include the following:

- that the recordings are taken and kept
- when recordings are being taken i.e. hours of the day
- the purpose of surveillance
- where the cameras are located in the Service
- where the recordings are kept and if they are not kept at the Service, how the recordings are transported to another location
- how long the recordings will be kept and how they will be destroyed
- who has access to viewing the recordings and for what purpose
- a copy of the Service's policy and procedure regarding surveillance.



Utilise CCTV only when appropriate

Ensure CCTV cameras are only installed at the entry and exit points of the Service to assist in supervision and safety of the children by monitoring people entering and exiting the Service.

Take recordings using CCTV cameras 24 hours a day, seven days a week.

Privacy Protection

Authorise only the Executive Officer and Service Manager to monitor recordings to ensure they are protected against loss, unauthorised access or use.

Keep recordings for a maximum period of seven days after which they will be automatically recorded over.

Only keep recordings under request from a statutory body or where footage shows conduct which is in contravention of the Services policies and procedures.

HEY will store CCTV recordings collected inline with the Services Governance and Management of Service Policy and Privacy and Record Keeping and Document Retention Procedures and the Victorian *Privacy and Data Protection Act 2014* and *Education and Care Services National Law Act 2010*.

All employees will:

Provide written consent for the use of CCTV via their Letter of Offer.

Parents Will

Provide written consent for the use of CCTV via their child/rens enrolment record.

Other related procedures and manuals

1. Governance and Management of Service Policy
2. Privacy Procedure
3. Record Keeping and Document Retention Procedure