

# Erina Kindergarten

## CCTV Policy

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### NQS

QA4	4.2.2	Professional standards - Professional standards guide practice, interactions and relationships.
QA7	7.1.2	Management systems - Systems are in place to manage risk and enable the effective management and operation of a quality service.

### Aim

To implement a mechanism which complies with the Australian Privacy Principles and can be used to help minimise or eliminate immediate risks to children, employees or visitors, or to support matters which may be investigated by the Police or Courts/Tribunals.

### Related Policies

Record Keeping and Retention Policy

### Implementation

We may install CCTV cameras to help ensure the safety and security of children, employees and visitors to our service. Surveillance footage may be used to minimise or eliminate immediate risks to children, employees or visitors, or it may be used as evidence in any matter which involves the Police or Courts/Tribunals.

If we instal CCTV cameras we will comply with privacy and other legislative requirements by:

- notifying employees and families in writing at least 14 days before use:
  - that CCTV cameras will be used for security and safety purposes
  - when they will start recording
  - whether they will record footage continuously or intermittently
  - the period of surveillance ie a specific period or for an ongoing period
  - how long the footage will be kept
  - who has access to the footage – ie employees or owners who use it to ensure the safety of children, families or visitors, the Police, legal representatives in the event of a Court case, and employees or owners whose role it is to maintain or delete the video
  - when and how the footage will be deleted

- that they may consult with the Nominated Supervisor about the conduct of the surveillance
- displaying signs at each entrance telling people that CCTV cameras are in use and they may be recorded
- recording vision but not sound
- ensuring there is no external access to the footage eg families can't log in and view it
- ensuring there is no surveillance of adult or children's toilets, bathrooms or change rooms and no surveillance of lactation rooms. This does not prevent CCTV vision of the entrance/exit to these areas.

During the 14 day notice period the Approved Provider or Nominated Supervisor will consult in good faith with employees and families who raise issues about the surveillance by giving them a genuine opportunity to influence the conduct of the surveillance.

Once the CCTV is in operation, the Nominated Supervisor or Administration Manager will provide new employees or families with a copy of the CCTV policy before they start at the service.

## Sources

**National Quality Standard**  
**Education and Care Services National Regulation**  
**Surveillance Devices Act 2007**  
**Workplace Surveillance Act 2005**  
**Privacy Act 1988 (includes Australian Privacy Principles)**

## Review

The policy will be reviewed annually by:

- Management
- Employees
- Families
- Interested Parties

**Reviewed: 13/03/2018**

**Date for next review: 13/03/2019**