

CCTV USAGE POLICY

Deira Private School is securely monitored by a CCTV surveillance system which the Health and Safety Officer is responsible for operating.

CCTV (Closed-Circuit Television) Policy is implemented to enhance security, monitor student behaviour, and ensure the safety of students and staff.

The use of CCTV is a sensitive issue, requiring careful consideration of privacy rights, legal requirements, and ethical concerns.

Purpose and Scope

- **Safety and Security:** The primary purpose is usually to enhance the safety and security of students, staff, and school property. This might include monitoring entrances, hallways, common areas, and sometimes classrooms.

Ensure high standards of care are maintained.
Increase learning opportunities for staff.

- **Behaviour Monitoring:** CCTV can be used to monitor student behaviour, deter bullying, vandalism, and other inappropriate activities.
- **Incident Investigation:** Footage may be used to investigate incidents, such as accidents or conflicts, providing evidence when necessary. Facilitate the identification of any incident which may necessitate disciplinary action being taken against a staff member and assist in providing evidence to the EHS

Legal Compliance

- **Data Protection Laws:** Schools must comply with relevant data protection law. This includes managing and storing footage securely and ensuring that it is not retained longer than necessary.
- **Notification and Consent:** Schools are generally required to notify students, parents, and staff about the presence of CCTV cameras, the areas under surveillance, and the purpose of recording.
- **Restricted Areas:** CCTV should not be used in areas where there is an expectation of privacy, such as bathrooms, locker rooms, and staff rooms.

Access to Recordings

- Viewing of recorded images of CCTV will be restricted to the Management and also to those who need to have access in accordance with the purposes of the system.
- The EHS officer is the person in-charge assigned to view the CCTV footage. Upon review, the footage is strictly shared only with the principal. In absence of the principal, the footage can be shared to the vice principal of the school.
- This is not a 'webcam' facility; parents will not have access to view recordings.
- CCTV footage is stored on the server for a limited period of time. The school may not be held liable for any loss of such records due to negligence or malfunctioning of the security footage.

- The school will at all times strive to ensure the proper functioning of the security cameras system for record keeping of the daily activity at the school
- The school reserves the right to deny access to this footage at its discretion

Ethical Considerations

- **Balancing Security and Privacy:** Schools must strike a balance between ensuring security and respecting the privacy of students and staff. Overuse or misuse of CCTV can lead to a sense of mistrust and discomfort within the school community.
- **Transparency:** Being transparent about the use of CCTV helps build trust. Schools should communicate clearly with students, parents, and staff about the reasons for CCTV use, the areas being monitored, and the procedures for accessing footage.

Policy Review and Oversight

- **Regular Audits:** Regular audits of the CCTV system and its policies can help ensure compliance with legal requirements and the effectiveness of the system in meeting its objectives.

Document	CCTV Usage Policy
Date written	August 2021
Last reviewed	August 2025
Next Review	August 2026
Version	Working document