



CCTV Policy

Authorisation Date: 06/2026

OSG Document Code: POL_TAS_OP_CCTV Policy_V2.0

Region: Tasmania

CCTV Policy

OSG Document Code POL_TAS_OP_CCTV Policy_V2.0	Authorisation date: 06/2026	Next review date: 06/2027
Policy author Jeremy Dunham, Principal Teresa Neville, State Compliance and Business Manager – VIC/TAS	Reviewed by: Frank Vetere, Regional Principal	Endorsed by: Board of OneSchool Global TAS Ltd, on 29/06/26
		Approved by: OneSchool Global TAS Board on 29/06/2026
Local Document Code Not applicable	Associated documents Global Standard for Campus CCTV Provisioning Privacy Policy	
Enquiries contact: principal.tas@oneschoolglobal.com		

1. POLICY STATEMENT

OneSchool Global (OSG) Tasmania operates Closed Circuit Television (CCTV) to ensure the health, safety and protection of all staff, students, parents and visitors who attend the school premise, and to diminish the risk of theft or damage to property.

The use of CCTV set out in this policy ensures adherence to the *Listening Devices Act 1991* (Tas), the *Privacy Act 1988* (Cth) and the *Surveillance Devices Act 2004* (Cth).

2. PURPOSE

The purpose of this policy is to regulate the installation and use of video surveillance equipment in OneSchool Global Tasmania campuses.

3. SCOPE

This policy applies to all members of staff at the school, visitors, contractors and all other persons whose images may be captured by the CCTV system.

It relates to fixed and mounted video recording equipment on OneSchool Global (OSG) campuses in Tasmania, and does not include any recordings made on portable or personal recording equipment, i.e. a laptop computer or mobile phone. It also does not include any non-recorded or live monitoring video equipment.

4. CHILD SAFE STATEMENT

OSG Tasmania is committed to the protection and wellbeing of all students whilst participating in school activities both during and outside school hours. Staff have responsibility for building and maintaining a child safe environment. This responsibility extends to the identification and timely response to all concerns with regard to the safety of any student of OSG Tasmania.

5. DEFINITIONS

Term	Definition
Closed-Circuit Television (CCTV)	CCTV refers to broadcasts transmitted to a limited number of closed monitors for the purpose of video surveillance
CCTV Operators	Regional Principal, Campus Principal or approved nominee
CCTV Administrators	Security contractors

6. POLICY PRINCIPLES

- OneSchool Global Tasmania has an obligation to ensure the school environment is safe and secure, fulfilling duty of care to students, staff and visitors. The CCTV camera network assists our school in fulfilling these obligations and in preventing and managing other inappropriate behaviour on school grounds in the following ways:
 - Video surveillance provides enhanced capability to protect our schools' assets against vandalism and theft.
 - Video surveillance strengthens our schools' security by providing an appropriate level of surveillance on school grounds and assists our schools to take all reasonable steps to prevent reasonably foreseeable harm on school premises (duty of care).
 - The presence of video surveillance cameras deters misconduct and inappropriate behaviour and reassures students, staff and visitors that they are protected when on school grounds. The video recording system operates 24 hours per day and is supported by motion detection.
- In accordance with the obligations stated above, OSG Tasmania may use CCTV recording to:
 - Prevent and verify incidents involving criminal behaviour of anyone on school grounds, staff misconduct, other inappropriate behaviour, including of students, staff, visitors or members of the public. For example, this means the school may use footage of incidents to help inform decisions about student management.
 - Verify other incidents involving students, staff and visitors (e.g. incidents in which a person has sustained injury, loss or damage on school premises).
 - To provide the Regional Principal, Campus Principal or approved nominee with visual coverage during emergencies.
- CCTV cameras and surveillance are not:
 - Hidden or covert
 - Located in private areas, such as changing rooms or toilets
 - Used to monitor student or staff work performance

- Used for any audio recording (consistent with the *Listening Devices Act 1991* (Tas))

7. LOCATION OF CCTV CAMERAS

The locations of cameras across the OSG campuses in Tasmania are as follows:

- Indoor spaces, including: classrooms, studios, learning centres, hallways, staff rooms*, quiet rooms, first aid/wellness rooms*, special support rooms, offices, storage and resources rooms, gymnasium and storeroom, key ingress and egress points (including access to washrooms) shall be covered.
- Cameras positioned in the staff rooms are to ensure child safety is maintained, as students regularly access this space to engage with teaching staff. Cameras are not used to monitor staff work and performance.
- Cameras positioned in the first aid/wellness rooms are to provide oversight of medical supplies which are stored here. Additionally, staff are responsible for providing first aid to students in the wellness room, so camera placement is used to maintain a child safe environment.
- Secure Service/Switch Rooms and/or Cabinets - All entry points to Server/Switch rooms and/or cabinets shall be covered and lockable.
- External Grounds - Outdoor spaces, including: recreation areas, sports fields/play spaces, outdoor work areas, parking lots, roadways, bus queuing, embarking and disembarking areas and all entries and exits shall be covered.
- Assembly and Gymnasium type spaces – gymnasium and assembly areas as well as the large open spaces, stage and backstage areas.
- School Buses – fitted with cameras to ensure safety of students, in accordance with the purposes listed in this policy.
- Private Property - CCTV coverage will not be directed at private or offsite property, except where unavoidable e.g. a wide angle.
- Exceptions – Video cameras may not be installed in any area in which individuals possess a reasonable expectation of privacy, such as washrooms, changing rooms, or wellness rooms unless required by law. Please note, unmonitored or difficult to monitor wellness rooms may be required to have CCTV installed to meet local health and safety requirements.

8. ACCESS

- The stored video footage is only accessed for the purposes set out in this policy and only by the following people:
 - The Regional Principal, Campus Principal or approved nominee
 - The Lead Campus Administrators
 - Security companies, who test and monitor the equipment
 - Any other people permitted by law.
- Administrative staff and the Regional Principal, Campus Principal or approved nominee have access to live monitors of external cameras only.
- This is to strengthen our schools' security by providing an appropriate level of surveillance on school grounds and assists our schools to take all reasonable steps to prevent reasonably foreseeable harm on school premises (duty of care).
- Remote access is made available only to the CCTV operators, who only access footage in accordance with the purposes listed in the policy:
 - Remote viewing outside of school hours is permitted for security/facility monitoring.
 - Remote viewing during school hours, when staff and students are present, is limited to circumstances where an incident has occurred or there is an imminent threat.
 - The CCTV system retains a log of remote access, which is managed by the CCTV Administrators
- On occasion, there may be a need to show footage to staff, students and/or their parents. This is governed by the following guidelines:
 - When using video surveillance footage for the purposes listed in this Policy and only when appropriate, the Regional Principal, Campus Principal or approved nominee may show specific footage of an incident to those directly involved, including relevant staff, students or their parents.
 - This means that any person on school premises may be captured on video surveillance footage of an incident that the Regional Principal, Campus Principal or approved nominee may subsequently show to staff, students or their parents.
 - The school cannot give copies of the footage to staff, students or parents.
 - External disclosure of CCTV footage may only be made to Tasmania Police, for the purposes of investigating any offence, or where otherwise permitted by law.

9. MANAGEMENT

The Regional Principal, Campus Principal or their approved nominee is responsible for managing and securing the Video Surveillance System, including:

- The operation of the video surveillance system and ensuring it complies with this Policy.
- Appropriate location and use of cameras, and method for storing video surveillance footage.
- Maintaining and upgrading cameras when required.

10. DATA STORAGE AND RETENTION

- Video surveillance footage is managed and stored in a secure environment and is not accessible by staff unless authorised.
- The storage of this data is subject to the school's Privacy Policy.
- The Office of the State Archivist has issued a disposal freeze for records that relate to children until 2029 ([Disposal-freeze-for-records-relating-to-children-RCIRCSA-toolkit.pdf](#)). All video surveillance will be retained until such time.

11. NOTIFICATION

OSG Tasmania requires that campuses with security cameras have signs displayed that provide reasonable notification of the presence of CCTV/security cameras and meet legislated signage requirements/guidelines.

In general:

- Notification signs must be placed in conspicuous areas.
- Notification signs must be placed at the perimeter and entry points to the school site
- For buildings with interior cameras, notification must include, at a minimum, the placement of signs at all main building entrances.
- All such signs must contain a notification that the cameras may or may not be monitored.
- Additionally, it is recommended that all students, parents, and staff receive annual notice with regard to the presence of CCTV on school sites.

12. LEGISLATION

- [Privacy Act 1988 \(Cth\)](#) Schools must adhere to the Australian Privacy Principles (APPs) when collecting, using, and disclosing personal information through CCTV
- [Listening Devices Act 1991 \(Tas\)](#) It is illegal to audio record private conversations without consent, except in specific circumstances such as imminent threats
- [Surveillance Devices Act 2004 \(Cth\)](#) Governs the use of surveillance devices, including CCTV, ensuring they are used lawfully and ethically

- Australian Privacy Principles Guidelines
- [Archives Act 1983 \(Tas\)](#)

13. VERSION CONTROL

Document Code	Date	Version No.	Nature of change
POL_TAS-ADM-CCTV Policy_v1.1	05/2025	1.1	Initial Policy Creation
POL_TAS_OP_CCTV Policy_V2.0	06/2026	2.0	New naming convention adopted with removal of “ADM” and replaced with “OP”. Updated to new policy template. Removal of “student voice” as policy is guided by the relevant OSG policies and legislation only. Removal of the appendices as description of camera location is provided in section 7.