



BOURKE AND DISTRICT CHILDREN'S SERVICES

QUALITY AREA 2: CHILDREN'S HEALTH & SAFETY

POLICY NAME: CCTV

POLICY STATEMENT

Our service operates Closed-Circuit Television System (CCTV) to ensure the health, safety and protection of children, staff, educators, parents and visitors of the service.

BACKGROUND

Our service has the responsibility to provide a safe and secure working and learning environment for staff, children, visitors, and contractors. The use of Close Circuit Television (CCTV) installed at the service aims to address crime prevention strategies to reduce concerns, deal with complaints and support investigations. Our service adheres to the Privacy Act 1988 and complies with the Australian Privacy Principles.

OVERALL STRATEGIES / HOW WILL IT BE DONE?

Our service uses Closed-Circuit Television (CCTV) to monitor the physical environment. It provides protection and security for staff and children in care and may also assist with misunderstandings, damages to the service, theft and potentially false accusations by providing digital evidence. Child safety is embedded in our organisation, and we believe the use of CCTV assists in our risk management strategies to prevent, identify and mitigate risks to children.

LOCATIONS OF CAMERAS IN USE

OUTDOORS

- Specific camera locations will vary across the BDCS sites; however, each site has four outdoor security cameras covering:
 - Building entrances.
 - Premises gates.
 - Carparks.
 - Outdoor areas.
- 'Eufy Security' is the system that is used and the account to review footage can only be accessed by select members of the Leadership team.
- Outdoor security camera footage is used for security and is not continuously monitored.
- Signage is displayed to notify the public that they are entering a site with security cameras, with audio recording capabilities in use.

CAMERAS WILL NEVER BE PLACED IN OR BE ABLE TO REACH ANY OF THE FOLLOWING LOCATIONS

- Toilets.
- Change rooms.
- Bathrooms and showers.
- Breastfeeding locations.
- Areas put aside for prayer.
- Staff rooms.

MONITORING & STORAGE

The CCTV recording system operates in real mode, monitoring the site continuously 24 hours a day, some images may be recorded (whether they are monitored or not). Such records may be accessed and used for investigative, training or evidentiary purposes. The duration of time that recorded images are held will vary from centre to centre due to variables including the use of motion sensing technology and the size of storage devices. Generally, recorded images are held for between 30 and 60 days (unless a copy is made for the purposes of an ongoing investigation, as evidence of a security concern or incident, complying with a relevant law). After that time footage is deleted or de-identified in accordance with relevant laws.

Footage and information collected via the recording system will be governed by Australian Privacy Principles and all relevant staff will be kept up to date with requirements under Australia's privacy law (there are some Commonwealth, State and territory laws that restrict the use of listening, optical, data and tracking surveillance devices).

Access to the recordings will only be disclosed to:

- The Ombudsman (NSW) to assist with investigations on 'child protection' (e.g. abuse, neglect and ill treatment).
- To a member or officer of a law enforcement agency e.g., Police for use in assisting with investigations.



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- The Approved Provider, Nominated Supervisor or Responsible Person on duty to investigate situations that may have occurred.

ROLES AND RESPONSIBILITIES

THE APPROVED PROVIDER/NOMINATED SUPERVISORS WILL:

- Ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Ensure educators (including casual staff) receive information and induction training to fulfil their roles effectively, including being made aware of the CCTV Policy, their responsibilities in implementing it, and any changes that are made over time.
- Ensure students, visitors and volunteers have knowledge of and adhere to this policy.
- Ensure compliance with the Privacy Act, including handling of any personal information.
- Ensure all staff and families have been notified in writing about the surveillance devices at the service including:
 - The kind of surveillance to be carried out (camera, computer, or tracking).
 - How the surveillance will be carried out.
 - When the surveillance will start and if it will be continuous or intermittent.
 - Whether the surveillance will be for a specified limited period or ongoing.
 - Who has access to the footage (police, legal representatives).
 - How and when the footage will be deleted.
- Ensure all cameras are clearly visible.
- Ensure signs are placed at the entrance of the service to advise staff, families, and visitors about the surveillance.
- Ensure the relevant footage is reviewed when there has been an incident or security concern.
- Ensure only authorised staff members have access to the footage.
- Ensure cameras are never installed in any private locations as listed in this policy.
- Organise for maintenance and upgrades to be conducted as required.
- Ensure compliance with the Privacy Act, including handling of any personal information
- Ensure CCTV footage is kept secure and destroyed or de-identified when it is no longer required.
- Maintain confidentiality at all times.
- Ensure the correct time and date is set on each of the cameras.

CHILD SAFE STANDARDS

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| Standard 1 | Child safety is embedded in organisational leadership, governance, and culture |
| Standard 3 | Families and communities are informed and involved |
| Standard 5 | People working with children are suitable and supported |
| Standard 8 | Physical and online environments minimise the opportunity for abuse to occur |
| Standard 10 | Policies and procedures document how the organisation is child safe. |

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

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| 2.2 | Safety | Each child is protected. |
| 2.2.1 | Supervision | At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard. |

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP

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| 7.1.2 | Management Systems | Systems are in place to manage risk and enable the effective management and operation of a quality service. |
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EDUCATION AND CARE SERVICES NATIONAL REGULATIONS AND NATIONAL LAW

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| 12 | Meaning of serious incident |
| 168 | Education and care service must have policies and procedures |
| 170 | Policies and procedures to be followed |
| 171 | Policies and procedures to be available |
| 172 | Notification of change to policies or procedures |



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181 Confidentiality of records kept by approved provider
 195 Application of Commonwealth Privacy Act 1988

STATUTORY LEGISLATION & CONSIDERATIONS

- [Education and Care Services National Law Act 2010 \(Amended 2023\)](#)
- [Education and Care Services National Regulations \(Amended 2023\)](#)
- [Privacy Act 1988](#)
- [Work Health and Safety Act 2011](#)
- [Workplace Surveillance Act 2005](#)

SOURCES

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 Australian Government Department of Education. (2022). [Belonging, Being and Becoming: The Early Years Learning Framework for Australia](#).V2.0, 2022.
 Australian Government, Office of the Australian Information Commissioner. (2019). Australian Privacy Principles: <https://www.oaic.gov.au/privacy/australian-privacy-principles-guidelines/>
 Early Childhood Australia Code of Ethics. (2016).
 Fleming, J. (2016). Childcare centre safety. *Belonging Early Years Journal* (5)1, 86-88.
 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017). (Amended 2023).
 Guide to the National Quality Framework. (2017). (Amended 2023).
 NSW Government, Office of the Children's Guardian Child Safe Standards (2020).
 Revised National Quality Standard. (Amended 2023).

RELATED POLICIES

- Code of Conduct Policy
- Privacy and Confidentiality Policy
- Promoting a Child Safe Environment Policy
- Record Keeping and Retention Policy
- Supervision Policy

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| POLICY AUTHORISED BY | Prue Ritchie | POLICY REVIEWED | August 2024 |
| NEXT REVIEW DATE | August 2025 | | |
| MODIFICATIONS | <ul style="list-style-type: none"> • New policy developed | | |
| PREVIOUS REVIEW | | | |
| POLICY AUTHORISED BY | - | DATE | - |