



## Closed – Circuit Television System (CCTV) Policy

Birra-Li believes in the operation of Closed-Circuit Television System (CCTV) to ensure the health, safety and protection of children, staff, educators, parents and visitors of our Service.

### **National Quality Standard (NQS):**

<b>Quality Area 2: Children’s Health and Safety</b>		
<b>2.2</b>	Safety	Each child is protected.
<b>Quality Area 7: Governance And Leadership</b>		
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.

### **Education and Care Services National Law and Regulations:**

12	Meaning of serious incident
181	Confidentiality of records kept by approved provider
195	Application of Commonwealth Privacy Act 1988

### **Purpose:**

Birra-Li has the responsibility to provide a safe and secure working and learning environment for staff, children, visitors and contractors. The use of Closed-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 (Privacy Act) and complies with the Australian Privacy Principles.

### **Scope:**

This policy applies to children, families, educators, staff, the nominated supervisor, management, students, volunteers and of the Service.

**Implementation:**

Birra-Li uses Closed-Circuit Television (CCTV) to monitor the physical environment. This provides protection and security for staff and children in care, assisting in assuring families that their children are in a safe environment 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 reduce risks to children. Birra-Li is committed to the adoption of the National Model Code and guidelines to implement child safe practices around the use of electronic devices for taking images or videos of children while providing education and care. The storage of images or video recordings taken by CCTV are stored securely and only accessed by identified management personnel.

**Use of closed-circuit television (CCTV) monitoring:**

Birra-Li uses Closed-Circuit Television (CCTV) to monitor the physical environment. Birra-Li will regularly review guidance on the use of surveillance devices, including information provided by the Office of the Australian Information Commissioner. Families are informed the Service uses CCTV as a surveillance method during enrolment and orientation.

A camera is located in each room's indoor and outdoor environments. Cameras are not installed in private areas such as bathrooms or shower areas (for adults or children). All cameras are clearly visible.

A sign is placed at the entrance of the Service to advise staff, families, and visitors about the surveillance. The CCTV recording system operates in real mode, monitoring the site continuously 24 hours a day and is stored on a hard drive recorder. Access to CCTV footage at the Service is strictly controlled and only authorised personnel are permitted to access the footage, in accordance with privacy laws and Service policies.

The Nominated Supervisor is responsible for determining who is authorised to access CCTV footage. CCTV footage will not be accessible to external parties (e.g., staff members or families) without appropriate authorisation. Any requests to view CCTV footage will be managed in accordance with Australian Law. Access to the recordings will only be disclosed to:

- The Ombudsman to assist with investigations on 'child protection' (e.g., risk of harm, abuse, neglect and ill treatment).
- A member or officer of a law enforcement agency e.g., Police for use in assisting with investigations.
- The nominated supervisor to investigate situations that may have occurred.

**The Nominated Supervisor/management will ensure:**

- They comply with current CCTV Australian laws.
- All staff and educators have been notified in writing about the surveillance devices at the Service.
- Clear expectations of staff and educators in the workplace and their responsibility for upholding the Service's privacy obligations have been discussed.
- All cameras are clearly visible.
- Signs are placed at the entrance of the Service to advise staff, families, and visitors about the surveillance.
- Cameras are not installed in private areas such as bathrooms, toileting or shower areas.
- Maintenance and upgrades of cameras are conducted as required.
- Cameras are positioned to ensure the most effective coverage.
- Compliance with the Privacy Act, including handling of any personal information.
- CCTV footage of children is only stored on the hard drive and wiped as per hard drive settings, approximately every 4 weeks.
- Confidentiality is maintained at all times.
- A request to view a recording is in accordance with Australian law.

**Continuous improvement:**

Our *CCTV Policy* will be reviewed every 18 months in consultation with families, staff, educators and management.

**Sources:**

Australian Children's Education & Care Quality Authority. (2024). [\*Taking Images and Video of Children While Providing Early Childhood Education and Care. Guidelines For The National Model Code\*](#)

Australian Government, Office of the Australian Information Commissioner. (2019). Australian Privacy Principles: <https://www.oaic.gov.au/privacy/australian-privacy-principles-guidelines/>

[Education and Care Services National Regulations](#). (Amended 2023).

Fleming, J. (2016). Childcare centre safety. *Belonging Early Years Journal* (5)1, 86-88.

*Privacy Act 1988*

Workplace Surveillance Act 2005

[Western Australian Legislation Education and Care Services National Regulations \(WA\) Act 2012](#)

**Review:**

<b>Policy Reviewed</b>	<b>Modifications</b>	<b>Next Review Date</b>
<b>November 2025</b>	Revised content within policy. National Model Code and Guidelines added. Continuous improvement section added.	<b>May 2027</b>