

Notice of CCTV Cameras Procedure

Hierarchy	Education and Care – Policy Document		
Version	Approved by	Effective Date	Next review date
1	SCECS Management	October 2025	October 2027

INTRODUCTION AND PURPOSE

SCOPE

This procedure applies to all SCECS staff, children, families and visitors to the sites where CCTV technology is installed.

PROCEDURE

PROVIDING WRITTEN NOTICE TO THE EARLY CHILDHOOD EDUCATION AND CARE COMMUNITY

In addition to clear signage, prior written notice of the intended use of CCTV cameras must be given to employees and other members of the ECEC community. With employees, this notice must be provided at least 14 days' prior to the commencement of CCTV surveillance.

The written notice (by letter or email) must state:

- that CCTV surveillance is to be carried out at the service
- the date the CCTV surveillance will commence, and whether it will be for a limited period (such as an initial trial period) or ongoing
- the purpose of the CCTV surveillance for example to protect the safety of children, staff and visitors at the service, including in:
 - deterring the commission of unlawful activity on the service's premises
 - investigating any allegation or reasonable suspicion of unlawful activity on service premises
 - taking criminal, civil or disciplinary action in relation to any allegation or reasonable suspicion of unlawful activity on service premises or
 - protecting the safety of other people on service premises, including parents, carers and members of the community
- the CCTV footage is being collected by the service (the notice will provide the service's address)
- the footage will be held at the service

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- the footage may be disclosed to any person undertaking an investigation or taking civil or disciplinary action on behalf of the regulator , or to a court, in relation to any allegations of, or reasonable suspicion of, unlawful activity on the premises
- the footage may be provided to the police or another enforcement agency for the purposes of investigating criminal behaviour, and prosecution and
- any individual whose personal information is included in any CCTV footage recorded at the service may apply for access to that footage.

PROVIDING FAMILIES WITH THE CCTV CONSENT FORM FOR SIGNING AND RETURNING UPON CHILD ENROLMENT

Includes sections:

- **Notification:** Clearly state that CCTV cameras are in operation in specific areas for security purposes.
- **Purpose:** Explain why the cameras are being used (e.g., for security, to deter crime, to monitor safety).
- **Scope of surveillance:** Define the areas covered by the cameras, which could include public areas, entry points, activity rooms, outdoor play spaces or receiving areas.
- **Usage and storage:** Outline how the footage will be used, for how long it will be retained, and who will have access to it.
- **Consent:** Include a statement that by entering the premises or signing the form, the individual consents to the capture, recording, and processing of their image.

FURTHER INFORMATION

If you have any questions about this document or would like further information please contact the SCECS Management team at scecs@syd.catholic.edu.au

RELATED DOCUMENTS

Legislative compliance

Supporting procedures

Related documents CCTV Policy, Request & Retrieval of CCTV Imagery Procedure

Superseded documents

NOTICE OF CCTV CAMERAS PROCEDURE

DOCUMENT CONTROL INFORMATION (APPROVAL)

The current version of this policy supersedes all previous policies relating to matters contained therein. In so much as any aspect of this policy may appear to be in conflict with another system or Service-based policy, then precedence is to be given to this policy.

Version	Approved by	Date approved	Modifications
1	SCECS Management	October 2025	New Procedure