



Video Surveillance Policy

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School Vision:

Our vision is for all students to develop at Woodlem Park School as independent learners with self-belief and respect for others with a lifelong love for learning and a strong foundation for future success.

School Mission:

At Woodlem Park School we value every student. We work together as a community to ensure that students develop well in all aspects of learning so that they are equipped to face the opportunities and challenges of the 21st century wherever they may be.

To Do This:

We provide the best possible learning opportunities in academic subjects, personal development, moral values, and life skills. Staff members and students work together in a spirit of cooperation and mutual harmony.

Aim, Scope and Significance

The Video Surveillance Policy at Woodlem Park School establishes the guidelines, principles, and procedures for using video surveillance to enhance safety and security on school premises. This policy applies to everyone on school premises, including staff, students, parents, visitors, and other stakeholders. It covers most areas under CCTV surveillance, such as hallways, common areas, and building perimeters. The placement of school cameras is designed to respect students' privacy rights by focusing on non-intrusive areas.

- **Enhanced Security**

The main goal of video surveillance is to improve the safety and security of individuals and property on school premises.

- **Deterrence**

Video surveillance acts as a deterrent to inappropriate behavior, vandalism, and other activities that may threaten the well-being of the school community.



Guidelines for Video Surveillance

• Location of Cameras

Cameras will be strategically placed to cover key areas, including hallways, entrances, and other critical points, with consideration for privacy and legal requirements.

• Purpose of Surveillance

Video surveillance will be used exclusively for security and safety purposes, such as monitoring unauthorized access, preventing incidents, and assisting in investigations.

• Privacy Considerations

The school recognizes the importance of privacy and will conduct surveillance in a manner that respects individuals' privacy rights. Areas where individuals have a reasonable expectation of privacy, such as restrooms and changing rooms, will not be under surveillance.

• Legal Compliance

All video surveillance activities will comply with local and national laws regarding privacy, data protection, and surveillance.

Access and Management of Video Footage

• Access and Control

Access to video footage will be restricted to authorized personnel, including security staff and designated administrators, to maintain the confidentiality of the recorded information. The school principal, admin officer, health and safety officers, and heads of sections will have view access to their respective areas.

• Retention Period

Video footage will be retained for 30 days, as required for security purposes and in compliance with applicable laws.

• Data Security

Procedures will be implemented to ensure the security of video footage, including encryption, password protection, and secure storage. Only the IT department of each school will have administrative privileges.

Notification and Communication

• Notification to the School Community

The school will inform the school community about the presence of video surveillance through appropriate means, such as signage at entrances and gates.

• Communication Regarding Incidents

In the event of an incident requiring the use of video footage, the school will communicate relevant information to the affected parties in accordance with legal requirements and school policies. A request from the concerned person with approval from the Section Head, VP, or Principal can be forwarded to the IT department to play back the footage. Only with these approvals is the IT department permitted to show the video footage, and they must not allow pictures or videos to be taken during the viewing.



Monitoring and Review

• Audit and Regular Review

The effectiveness and compliance of the video surveillance system will be regularly reviewed to ensure alignment with security objectives and legal requirements. The admin manager must regularly review the cameras, and the IT department will conduct monthly audits and reviews of the cameras' working conditions.

• Adjustments to System

Any necessary adjustments to the video surveillance system will be made to address emerging security concerns, technological advancements, and changes in the school environment. Any changes or additions must be approved by the principal of the school.

Complaints and Inquiries

• Handling Complaints

Any complaints or inquiries related to video surveillance will be promptly addressed by designated school IT administrators or admin managers.

• Recording of Complaints

Complaints and resolutions related to video surveillance will be documented and retained for reference.

Policy Acknowledgment

All staff, students, parents, and visitors are required to acknowledge and adhere to this Video Surveillance Policy. Non-compliance may result in disciplinary action.

Policy Review

This policy will be subject to periodic review to ensure its continued relevance and effectiveness.

This Video Surveillance Policy is designed to promote a safe and secure environment while respecting the privacy rights of individuals within the Woodlem Park School community.

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