

BERMAGUI PRESCHOOL



1.14 Closed Circuit Television (CCTV) Policy

This policy was approved by the Nominated Supervisor in consultation with staff and families.

Date Approved: July 2026

Review Date: July 2029

Aim

Bermagui Preschool is committed to providing a safe, secure and welcoming environment for all children, families, educators, staff, volunteers and visitors.

Bermagui Preschool does not use Closed Circuit Television (CCTV). The preschool believes children's safety is best achieved through active supervision by qualified educators, strong relationships, effective staffing arrangements, child-safe practices, secure premises and partnerships with families, rather than through routine surveillance.

This policy outlines the preschool's position regarding CCTV and establishes the process that will be followed should the Approved Provider and Board of Management ever consider the installation of CCTV in the future.

Policy

Current Position

Bermagui Preschool does not have CCTV cameras installed and does not:

- record or monitor children, families, educators, volunteers, visitors or contractors using surveillance cameras
- collect, store or retain CCTV footage
- use surveillance technology as a replacement for active supervision or professional practice.

Children's safety and security are maintained through:

- active supervision by qualified educators
- secure buildings, playgrounds and access points
- child-safe policies, procedures and practices
- comprehensive risk assessments
- visitor sign-in procedures
- professional learning for educators and staff
- respectful partnerships with families
- compliance with the Education and Care Services National Law and National Regulations.

Future Consideration of CCTV

If the Approved Provider and Board of Management determine there may be a need to introduce CCTV, the decision will only be considered where there is a clearly identified safety, security or property protection concern that cannot be reasonably addressed through less intrusive measures.

Examples may include:

- repeated vandalism
- unlawful entry or trespassing
- significant security risks
- ongoing damage to preschool property.

CCTV will not be introduced as a substitute for educator supervision, quality practice or child-safe interactions.

Consultation and Decision Making

Before any decision to install CCTV, the Approved Provider and Board of Management will:

- clearly identify the purpose of the proposed system
- consider whether alternative strategies could effectively address the identified concern
- consult with educators, families and other relevant stakeholders
- consider the impact on the privacy and dignity of children, families, educators and visitors
- seek professional or legal advice where appropriate
- formally approve any installation through the Board of Management.

Installation and Operation

Should CCTV ever be approved:

- cameras will only be installed where there is a legitimate operational or security purpose
- cameras will not be installed in toilets, bathrooms, nappy change areas, staff amenities or any location where privacy would reasonably be expected
- clear signage advising that CCTV is operating will be displayed
- families, educators, volunteers and visitors will be informed before the system becomes operational
- CCTV will operate in accordance with all applicable privacy and surveillance legislation.

Management of Recorded Footage

If CCTV is installed in the future:

- recorded footage will be securely stored
- access will be restricted to authorised persons only
- recordings will only be viewed where necessary for legitimate operational, legal or safety purposes
- footage will be retained only for the minimum period required and then securely deleted
- recordings will not be shared publicly or used for routine monitoring of educator performance.

Responsibilities

The **Approved Provider** and **Board of Management** will:

- ensure decisions regarding CCTV are lawful, evidence-based and in the best interests of children
- consult with stakeholders before any decision to install CCTV
- ensure privacy and confidentiality obligations are met
- regularly review this policy.

The **Nominated Supervisor** will:

- ensure educators, families and visitors are aware of this policy
- oversee any future implementation approved by the Board
- ensure legislative and privacy requirements are maintained.

Educators and Staff will:

- maintain children's safety through active supervision and professional practice
- support the implementation of this policy
- raise any concerns regarding surveillance or privacy with the Nominated Supervisor.

Concerns and Complaints

Concerns regarding the proposed introduction or future operation of CCTV should be raised with the Nominated Supervisor.

Complaints will be managed in accordance with the Feedback, Grievances and Complaints Policy.

Related Policies

- Child Safe Environment Policy
- Feedback, Grievances and Complaints Policy
- Photography, Social Media and Online Safety Policy
- Safe and Responsible Use of Digital Devices and Technologies Policy
- Workplace Health and Safety Policy

Legislative and Regulatory Requirements

Education and Care Services National Law Act 2010

- Section 167 – Protection from harm and hazards

Education and Care Services National Regulations

- Regulation 168 – Education and care service must have policies and procedures
- Regulation 181 – Confidentiality of records kept by the approved provider

National Quality Standard

Quality Area 2 – Children's Health and Safety

- Standard 2.2 – Safety
- Element 2.2.1 – Supervision

Quality Area 7 – Governance and Leadership

- Standard 7.1 – Governance

Privacy and Surveillance Legislation

- Privacy Act 1988 (Cth) (where applicable)
- Surveillance Devices Act 2007 (NSW)

Version History

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