

# School CCTV Planning Checklist & Guide

Use this checklist to plan your school CCTV system step by step. Space is provided for you to make notes for each section. We recommend printing a copy of your school's floorplan and marking the camera coverage areas as you go.

## Define Your Goals

- ☐ Deter vandalism & graffiti
- ☐ Monitor bullying hot spots
- ☐ Prevent trespassing after hours
- ☐ Improve car park security
- ☐ Other: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_

## Assess the Site

- ☐ Walk campus to identify blind spots
- ☐ Prioritise high-traffic areas
- ☐ Identify areas NOT to monitor (privacy)
- ☐ Other: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_

## Set a Budget

- ☐ Determine total budget: \$ \_\_\_\_\_
- ☐ Allocate for installation: \$ \_\_\_\_\_
- ☐ Allocate for maintenance: \$ \_\_\_\_\_
- ☐ Allow for future upgrades

Notes: \_\_\_\_\_  
\_\_\_\_\_

## Choose Camera Types

- ☐ Dome Cameras (indoors)

- ☐ Bullet Cameras (outdoors)
- ☐ PTZ Cameras (large areas)
- ☐ AI-Enabled Cameras
- ☐ Other: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

## Plan Camera Placement

- ☐ Entrances & exits
- ☐ Hallways & stairwells
- ☐ Playgrounds & ovals
- ☐ Car parks
- ☐ Perimeter fencing & gates

Notes: \_\_\_\_\_

\_\_\_\_\_

## Privacy & Compliance

- ☐ Prepare signage
- ☐ Draft CCTV policy
- ☐ Define who can access footage
- ☐ Set retention period: \_\_\_\_\_ days

Notes: \_\_\_\_\_

\_\_\_\_\_

## Maintenance & Monitoring

- ☐ Assign responsible staff: \_\_\_\_\_
- ☐ Schedule regular checks
- ☐ Plan annual reviews
- ☐ Backup procedure in place

Notes: \_\_\_\_\_

\_\_\_\_\_

## Use a Floorplan to Plan Camera Coverage

Print out or obtain a copy of your school's floorplan and mark the proposed camera locations directly onto it.

Draw coverage arcs for each camera to visualise blind spots and overlapping fields of view. This visual aid helps ensure comprehensive coverage and avoids wasted cameras or gaps in monitoring.