

Body-Worn Cameras Policy

1 Introduction

Recording situations that arise in our school is becoming increasingly important as both evidence and a protective measure for our Student Liaison staff.

Body-worn Cameras (BWC) have been introduced to protect students and staff and help us build a stronger and safer community across all patrolled campuses. They help us detect, prevent and reduce crime on school premises, protecting everyone in our community.

They will help ensure appropriate behaviour from:

- Youth support workers when interacting with students and,
- students when interacting with youth support workers.
- protect staff and students from criminal activity from third parties.
- help resolve disputes quickly and transparently by providing evidence to protect against allegations arising from misunderstandings or accusations.
- They will help reduce incident escalation.
- To allow fair and transparent enforcement of school guidelines

2 When body-worn cameras are used

Body-worn cameras are not set to record all the time. Youth support workers will start recording when:

- They are notified to respond to an incident or,
- come across a developing incident while on patrol.

When activated, BWC automatically records the previous 30 seconds of footage. Youth support workers will continue to record until the incident is over.

3 Recording

The system requires the youth support worker to activate the device to 'record mode'. Students will be notified when the recording is turned on.

The youth support worker will make a clear, verbal announcement to those present to say the equipment is activated where this is practical.

- When cameras are activated, they automatically record the previous 30 seconds of footage.
- The youth support worker will continue to record until the incident is over.
- Recordings will provide precise evidence that will help us to resolve complaints fairly.

4 What happens to recordings and privacy

- Recordings are held securely on the school's Google Workspace network and can only be accessed by named individuals.
- Recordings are deleted after 28 days unless they are to be used as evidence.
- No recordings are left on any camera after they are downloaded at the end of each college working day.
- The use of BWC is in line with the school's GDPR and CCTV policies.

5 If you don't want to be filmed

Youth support workers are trained in situations where it may be appropriate for them to turn off their cameras.

This may be because:

- students want to tell a youth support worker something they do not want to be recorded or,
- where students are witnesses to an incident and do not want to be identified by the perpetrators of a crime

6 Make a complaint about being filmed

You can make a complaint about being filmed. Make your complaint through the School's Complaints procedure.

7 Staff requests to view CCTV

Staff requests to view CCTV should be made to the Data Protection Officer (DPO) using the CCTV request form. This may be, for example, in relation to a disciplinary investigation. When you make the request, provide information about why the request is being made and how it might assist the investigation.