

<b>Body Worn Cameras (BWC) Policy</b>			
<b>Current Status</b>	Operational	<b>Last Review:</b>	New combined Strategy
<b>Policy Owner:</b>	Group Head of Welfare and Safeguarding	<b>Next Review:</b>	July 2027
<b>Roles Responsible for Review:</b>		<b>Originated:</b>	February 2023
<b>Approved by:</b>	SET Curriculum	<b>Committee:</b>	EEG Educational Excellence Committee
<b>Type of Policy:</b>	Staff / Students / Governors / External	<b>Quality Assured by:</b>	

## 1. Introduction

This policy applies to all staff and any other personnel associated with Eastern Education Group (EEG), which includes:

- Abbeygate Sixth Form College
- One Sixth Form College
- West Suffolk College (including all PPL centres)

### 1.1. College Aim, Mission and Values

Putting students and their success at the heart of everything we do.

**Our mission** is to provide outstanding education for students throughout our community in order for them to become both fulfilled and play their part in being drivers of our region's economy.

**Our vision** is to be the center of a hub of outstanding education and training in East Anglia by working in a wide collaborative network, creating coherent provision across the region.

**Three pillars** support our ideas: we aim to enable all students to gain not just the right qualifications and the best grades, but also the connections with business and character strengths they need to succeed.

### 1.2. General

It is becoming more and more important to record situations that arise in our colleges as both evidence and a protective measure for our Student Liaison staff.

They 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 all campuses, protecting everyone in our community. They will help ensure appropriate behaviour from:

- Student Liaison Officers when interacting with students and,
- students when interacting with Student Liaison Officers.

- protect staff and students from criminal activity from third parties, such as intruders on all College campuses where Student Liaison Officers patrol.
- 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 a fair and transparent enforcement of college guidelines

### **1.3. When body worn cameras are used**

BWC are not set to record all the time. Student Liaison Officers will start recording when:

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

BWC automatically records the previous 30 seconds of footage when they are activated. Student Liaison Officers will continue to record until the incident is over.

### **1.4. About the camera**

BWC are worn routinely by uniformed Student Liaison Officers as part of their standard personal protective equipment (PPE). Student Liaison Officers wear a logo on them indicating they have a BWC recording device. It may not always be possible to inform students and staff that recording is required.

### **1.5. Recording**

The system requires the Student Liaison Officer to activate the device to 'record mode'. Students will be notified when the recording is turned on.

The Student Liaison Officer 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.
- Student Liaison Officers will continue to record until the incident is over.
- Recordings will provide precise evidence that will help us to resolve complaints fairly.

### **1.6. What happens to recordings and privacy**

- Recordings are held securely on the Eastern Colleges Student Welfare SharePoint 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 Eastern Colleges GDPR and CCTV policies.

### 1.7. If you don't want to be filmed

Student Liaison Officers are trained in situations where it may be appropriate for them to turn off their camera.

This may be because:

- students want to tell a Student Liaison Officers something they do not want recorded or,
- where students are witness to an incident and do not want to be identified by the perpetrators of a crime

### 1.8. Make a complaint about being filmed

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

### 1.9. Staff requests to view CCTV

Staff requests to view CCTV should be made to the Student Liaison Officers 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.

## Revision History – Body Camera Policy

Revision date	Reason for revision	Section number	Changes made
April 2024	Review		Updated to EEG Policy Standard.