



# The Valley School

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## Bodycam Policy

David Pearce  
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Signature

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## Bodycam School Policy

### 1. PURPOSE

The Purpose of this policy is to regulate the management, operation and use of the bodycams on the premises for the purpose of providing support and reassurance of staff working one-to-one with students who have a legacy of false accusations. It is hoped that said students, knowing that a bodycam is in operation will not make false accusations. If however such accusations are made, there will be evidence available to illustrate activities, behaviours and communications of all parties.

2. The bodycams are owned and operated by the School, the deployment of which is determined by the School's leadership team. The introduction of, or changes to, bodycam monitoring will be subject to consultation with staff and members of the School community. The School's bodycams are registered with the school's GDPR officer under the terms of the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2016/679. All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images. All operators are made aware of their responsibilities in following this bodycam policy. All employees are aware of the restrictions in relation to access to, and disclosure of recorded images.

### 3. SCOPE

This policy relates directly to the allocation and use of bodycams and the monitoring, recording and subsequent use of such recorded material. The School complies with the Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its use. CCTV warning signs will be clearly and prominently placed at the main external entrance to the School. Signs will contain details of the purpose for using bodycams. In areas where CCTV is used, the School will ensure that there are prominent signs placed within the controlled area.

Video monitoring of public areas for safeguarding purposes within school premises is limited to uses that do not violate the individual's reasonable expectation to privacy. Information obtained in violation of this policy may not be used in a disciplinary proceeding against an employee of the School or a student attending the School.

All bodycams and associated equipment will be required to be compliant with this policy following its adoption by the School. Bodycam monitoring will never be used in any observing or monitoring a member of staff's performance. Recognisable images captured by the bodycam systems are 'personal data'. They are therefore subject to the provisions of the General Data Protection Regulation and Data Protection Act 2018 3.

### 4. USE OF BODYCAMS

The cameras will only be used to capture images relevant to the purposes for which they have been purchased (as described above), and care will be taken to ensure that reasonable privacy expectations are not violated. The School will ensure that the use of equipment is carefully considered to ensure that the images captured comply with the legislation.

The School will make every effort to use the cameras so that their coverage is restricted to the School premises, which includes both indoor and outdoor areas. The bodycams will NOT be used routinely in classrooms but will be limited to times and areas within the School where staff feel vulnerable to false or malicious accusations from students with a history of such behaviour.

### 5. ACCESS TO IMAGES

Access to recorded images will be restricted to the staff authorised to view them and will not be made widely available. Supervising the access and maintenance of the bodycams is the responsibility of the Assistant Head in charge of safeguarding and the Headteacher.

When recordings are being viewed, access will be limited to authorised individuals on a need-to-know basis.

## **6. SUBJECT ACCESS REQUESTS (SAR)**

Individuals have the right to request footage relating to themselves under the Data Protection Act and the GDPR. All requests should be made in writing to the Data Protection Officer. Individuals submitting requests for access will be asked to provide sufficient information to enable footage relating to them to be identified. For example: time, date and location. The applicant may view the footage if available. The School will respond to requests within 30 days of receiving the request. The School reserves the right to refuse access to the footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

## **7. ACCESS AND DISCLOSURE OF IMAGES TO THIRD PARTIES**

There will be no disclosure of recorded data to third parties other than authorised personnel such as the Police. If an order is granted by a Court for disclosure of images, then this should be complied with. However, very careful consideration must be given to exactly what the Court order requires. If there are any concerns as to disclosure, then the Data Protection Officer should be contacted in the first instance and appropriate legal advice may be required. Requests for images should be made in writing to the Data Protection Officer.

## **8. RESPONSIBILITIES**

The Safeguarding Assistant Headteacher will:

- Ensure that the use of CCTV systems is implemented in accordance with this policy.
- Oversee and co-ordinate the use of bodycam monitoring for safeguarding purposes within the School.
- Ensure that all existing bodycam use will be evaluated for compliance with this policy.
- Ensure that the bodycam use is consistent with the highest standards and protections.
- Maintain a record of access (e.g. an access log) to or the release of any material recorded or stored in the system.
- Ensure that monitoring recordings are not duplicated for release.
- Give consideration to both students and staff feedback/complaints regarding possible invasion of privacy or confidentiality due to the use of bodycams.
- Ensure that all areas being monitored are not in breach of an enhanced expectation of the privacy of individuals within the School and be mindful that no such infringement is likely to take place.
- Ensure that monitoring recorded material is stored in a secure place with access by authorised personnel only
- Ensure that images recorded are stored for a period not longer than 31 days and are then erased unless required as part of a criminal investigation or court proceedings (criminal or civil).
- Ensure that camera use is solely for the reasons indicated in this policy.
- Ensure that camera control is not infringing an individual's reasonable expectation of privacy in public areas.

## **9 POLICY REVIEW**

The Data Protection Officer is responsible for monitoring and reviewing this policy. This policy will be reviewed annually. In addition, changes to legislation, national guidance, codes of practice or commissioner advice may trigger interim reviews.