

The Duty Senior Manager must be informed when the young person agrees to and has been searched.

- However if there is intelligence which indicates that the young person has an item which is likely to present a serious risk to themselves or others (e.g. a knife or drugs) on their person, the on call Senior Manager must be contacted to ascertain what action to take. This could include removal of the item using physical intervention. The decision of the on call Senior Manager will be based on risk and intelligence.
- If a full personal search under medical supervision is required, then the on call Senior Manager (Head of Secure and Emergency Services or Head of Care in his absence) must give authorisation for this to be referred to the Police. If a Police referral is made it is expected that the young person would be escorted to a local Police station for such a search to be carried out.

**Note:** The use of single separation should only be used if there is concern about the safety of an individual young person or the wider staff and resident group. It should not be used as a punitive response for failing to comply with the 'search request'.

This Policy has been reviewed by the Policy and Procedure Sub Group, South Gloucestershire Safeguarding Children's Board.

Reviewed Date: September 2016

Next Review Date: September 2017

## **S12 CCTV Protocol**

### **Introduction**

The purpose of this protocol is to regulate the management and use of CCTV (close circuit television) within VGSU.

## **Legislation**

All relevant legislation including the Data Protection Act and codes of practice will be adhered to.

## **Usage of the CCTV within Vinney Green**

There are two main uses of CCTV within VGSU

- 1 For staff to view live footage of outside areas and designated internal areas such as visitors rooms.
- 2 For footage to be viewed retrospectively in the safeguarding of yp and staff.

## **Coverage**

VGSU is covered by CCTV both internally and externally. All internal cameras are fixed, some external cameras have tilt and zoom functions which can be used by staff. All areas are covered except the following:

- Phase 3
- Offices
- Toilets
- Bathrooms
- Bedrooms
- Store rooms
- Production kitchen Phase 2
- Staff Training Centre
- Search Room

## **Recording**

All cameras are recorded on to digital video recorders in real time during the hours of 7.00am to 10.30pm at which time non critical cameras record at 4 frames per second. The average length of recording is 28 days. All critical incidents (restraints and incidents of assault) are saved on to CD/USB drives, and all incidents of RPI are downloaded onto computer hard drives and transferred to CD/USB drives where necessary.

There is a log book that must be completed each time the CCTV system is used to view recorded footage apart from footage of RPI's which is recorded on the RPI log maintained by the Business, Development and Standards Team. Viewing of CCTV other than from a critical incident must be authorised by the Head of Secure and Emergency Services, or a senior manager in their absence.

## **Storage of CD's and USB Drives**

All CD's/USB drives are stored in a secure locked location within VGSU. They will be kept for the life of the CD/USB drive.

### **CCTV on general view for staff**

Each control room has CCTV monitors which show live footage of outside areas, visitors rooms and the conference room. Staff have the ability to zoom in on outside areas of the unit if required (note both control rooms are covered by CCTV).

The Front Office has live CCTV footage of the front entrance, side gate, and young person's entrance.

Staff are not able to play back footage.

There are also monitors in the Head of Resources office that show various external views.

### **Viewing CCTV Recorded Footage**

Recorded CCTV footage can only be viewed or down loaded on to CD/USB drives in the Head of Secure and Emergency Service's office, Business Development offices and the Head of Resources Office. The system is password protected. Only Business Development staff and the Head of Resources have access to the system. If any out of hours viewing is required (emergency) the Head of Resources will attend site or in their absence, the Business, Development and Standards Manager.

- i) All recorded episodes of RPI and assault are viewed on a monthly basis during the unit's Safeguarding meeting. The persons present at these meetings are the Head of Secure and Emergency Services or Head of Care in their absence, the Authorities Safeguarding Manager (LADO), Business Information Officer, Deputy Manager responsible for physical intervention and a RPI instructor, plus other managers as and when required.
- ii) Managers can request to view CCTV footage at any time, however approval has to be given by the Head of Secure and Emergency Services or in their absence a senior manager.
- iii) Managers can request that staff review footage that involve the staff member or a yp. The approval of the Head of Secure and Emergency Services or a senior manager in their absence is required.
- iv) The Head of Resources and BWS engineers will view both live and random CCTV footage to ensure the system is fully operational.
- v) The police, where appropriate, can view CCTV footage, but only with the permission of a senior manager.
- vi) The local Safeguarding board can view footage where child protection concerns have been raised.

- vii) Where appropriate a yp can view footage in the presence of their keyworker and/or a manager. The approval of the Head of Secure and Emergency Services or in their absence a senior manager is required.

### **Reasons for downloading CCTV Footage (as approved by the Head of Secure and Emergency Services or Senior Manager in his/her absence)**

- All critical incidents that involve an RPI are downloaded by the Business, Development and Standards team for viewing during the Unit's Safeguarding meeting.
- Footage requested by the police.
- Footage to be viewed by the local Safeguarding board with regard to child protection issues.
- Footage used as part of a possible disciplinary investigation.
- Footage used as evidence for an employee performance investigation.
- Footage to be shown to a yp on a lap top.
- Footage of an accident.
- Footage of injury to MOS.
- Allegations of misconduct.

### **Use of CCTV Footage**

CCTV footage can and will be used as evidence as part of any investigation with regards to staff performance or as evidence with regards to yps behaviour leading to criminal prosecutions. Footage can also be used at a future date as part of any ongoing investigation.

### **Police use of CCTV footage**

Police can be given CCTV footage on CD if they are investigating a possible crime. The approval of the Head of Secure and Emergency Services or in their absence a senior manager is required. For the CD to be removed from the premises the Police Officer must sign the units release form. Each CD will be given a reference number. The CD will remain the property of Vinney Green Secure Unit and must be returned after the investigation or a resulting prosecution. The form must be returned to the Business, Development and Standards team and the manager giving Police the CD must also countersign the form.

### **Protocol for when CCTV cameras break/fail**

When a digital video recorder fails, the system sends an email to the Head of Resources, Business Information Officers and the CCTV contractor. The contractor will attend the unit as a priority to fix the fault or fix the fault externally where possible. Many of the locations in and around the unit have more than one CCTV view, so other cameras can be used whilst the fault occurs.

Reviewed Date: May 2015
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Next Review Date: May 2018