

Clinical Standard Operating Procedure (SOP)

THE USE OF BODY WORN CAMERAS (BWC) IN BRISTOL ROYAL HOSPITAL FOR CHILDREN

SETTING	Bristol Royal Hospital for Children
FOR STAFF	Clinical Site Team and Children's Emergency Department Staff
PATIENTS	All patients and relatives attending the Bristol Royal Hospital for Children

STANDARD OPERATING PROCEDURE

This SOP has been developed to ensure the safety of our patients and staff. Studies suggest that the use of video recording devices may reduce the incidence of violence and aggression (Nursing Standard 05/17) whilst providing greater transparency and enabling increased scrutiny for any subsequent actions taken in response to such occurrences (MH and Family medicine 2017).

The Body Worn Camera (BWC) will be assigned to specific Staff groups within Bristol Royal Hospital for Children (BRHC)

Process

- The allocated members of staff will wear a BWC device for the duration of their shift. Please see Appendix 1, staff allocation list
- The devices will be signed out from the Sisters Office in CED (please see Appendix 2. sign in/out log).
- The devices must be signed back into the Sisters Office in CED (please see Appendix 2. sign in/out log).
- The device will not be recording until activated.
- The decision to record or not record any incident remains with the staff member wearing the device.
- Activation of the BWC must be incident specific and users should not record day to day activities.
- On activation of the device the staff member should make a verbal announcement to indicate recording is to commence.
- Any recording should be noted in patient clinical notes and linked to any Datix submitted, the Datix must include the number of the BWC that was activated.
- When finished recording the BWC should be docked in the CED Sisters Office to download and replacement camera will be signed out.

Privacy

During recordings staff members may find objections are voiced by the patient. In such circumstances, where the user feels that recording is justified by the nature of the incident they should continue to record and explain the reasons to the patient.

Concluding of filming

Recording of incidents should only be ceased once the incident has fully concluded. If appropriate the staff member can verbally relay this information to the patient.

Data

Uploading footage: The BWC will notify the user when the battery life is at 15% and or the memory storage is low. The BWC will then require docking for charge and download. The Nurse in Charge will place in the docking station in the CED Sisters Office. Docking the BWC will simultaneously charge the device and upload recorded footage to the secure drive. Data will be kept and shared in accordance with the Data Protections Act. Sharing is pre- authorised for police investigations if required.

All data will be encrypted and access limited to authorised persons only.

Release of Footage

The release of footage to both internal and external parties such as the police, should be undertaken through the Security Management Team as the data controllers for the UHBW CCTV scheme. This should be done in line with the UHBW CCTV policy and the request should be accompanied by the appropriate request form, these can be found in the appendices of the CCTV policy.

Notes

Training in how to use BWC will be provided internally by those who have undertaken “train the trainer” sessions.

Suggested script for activation of the BWC “I feel this situation is escalating and am activating the BWC”

Suggested script for deactivation of BWC “I am happy that this situation has now resolved and will be deactivating the BWC”

Data will be stored for 28 days to support any investigations in relation to Datix submitted and /or any police investigations.

Data may also be used to support any training needs identified.

If a patient wishes to view any recording they must make a third party request to the department in writing.

RELATED DOCUMENTS	Zero Tolerance Policy CCTV Policy Use of the Outpatient Department as a Satellite Centre for CED Patients
Authorising Body	IRMG- approval of security body worn cameras approved
References	Nursing standard 10/17May 2017 Mental Health in Family Medicine (2017) 13
SAFETY	To ensure correct use of BWC in Bristol Royal Hospital for Children.
QUERIES	██████████, ██████████

Appendix 1 Body Worn Cameras agreed allocation

A total of 14 cameras are available for use within BRHC, these should be allocated using the below list and signed for in Appendix 2

The cameras for use by Clinical Site Team and Duty Matron will need collecting from and returning to the CED sisters office every shift.

Clinical Site Team – 24 hours (may need 2 cameras if 2 staff on shift)

Duty Matron – 0800 - 1630

CED Nurse in Charge – 24 hours

CED Consultant in Charge – 0800 - 0000

CED Registrar – 0000 - 0800

CED Triage Nurse – 24 hours

CED Waiting Room HCSW – 24 hours

CED Waiting Room Nurse – 24 hours

The Observatory Nurse – 24 hours

Emergency Nurse Practitioner in OPD – When Use of the Outpatient Department as a Satellite Centre for CED Patients is SOP in use

Appendix 2 CED Body Worn Camera Sign In/Out Log

Date	Time out	Camera no	Signature	Print	Date	Time in	Signature	Print