



St Thomas More Language College

Serving God, Striving for Excellence

Electronic Recording of Meetings



Guidance Regarding Parental Electronic Recording of Meetings

St Thomas More Language College is a Catholic community where our Mission Statement and Catholic ethos underpin all aspects of the behaviour of students and staff. We expect all members of the College to support our Mission Statement. We expect all students and staff to actively care for other members of the College community and contribute to their safeguarding, well-being and success.

In order to enable effective learning and teaching to take place the highest standards of behaviour in all aspects of College life are expected. We anticipate that unacceptable behaviour will always be confronted and that everyone at St Thomas More Language College will feel empowered to challenge anyone behaving in a way that is not in line with our Mission Statement, ethos and rules.

It is increasingly the case that parents and carers are making recordings, both video and audio, of teachers and others who work with their children. Recordings may be made openly or covertly. This can be intimidating and anxiety-provoking particularly when it is unclear how such recordings may be used.

The following are guidelines for responding to such situations. This list is not exhaustive, but is to assist you in being prepared and responding to such situations.

If at any time you feel uncertain about how to proceed, or intimidated by threats of electronic recording, consider terminating the meeting in order to seek advice and support from your manager.

1. Be aware that you may be recorded during meetings and always act in a professional manner.
2. If the parent asks for permission to audio record a meeting, you may refuse politely and explain why this is not necessary. Offer to provide a copy of minutes to the parents, or suggest that they take their own minutes.
3. Try to understand why the parents feel it necessary to record the visit/meeting and look for other ways for them to meet whatever need is identified.
4. If the parent insists on openly recording a visit or meeting, state clearly at the beginning of the session that you do not give your permission to be recorded, and repeat at the end of the session that you did not give your permission for the recording to be taken.

5. Always inform your Line manager of any situations where you are aware that you have been recorded, or you suspect you may have been recorded covertly.
6. Keep a note after any meeting indicating that you suspect the session may have been recorded
7. The Headteacher should send a written warning letter to the family repeating that no permission has been given for a recording to be made and asking the parents not to do this again. It may be helpful to offer to meet with the parents to explore why they feel the need to make recordings.

Data Protection Officer

Once completed please pass this RECORD to:

- GDPR College lead – **Fr Antony:** Ahomer6.207@lgflmail.org or telephone 020 7589 9734.
- Data Protection officer - **Turn IT on:** dpo@turniton.co.uk or telephone: 01865 597620 (option 3 - GDPR)

Person responsible for Policy:

GDPR School Lead - **Fr Antony**

Data Protection Officer – **Turn it On**

Policy update:

May 2019

Policy to be reviewed:

September 2020