

# **UNAUTHORISED RECORDING OF MEETINGS AND COMMUNICATIONS POLICY**

## **BUXTON INFANT SCHOOL**

**This policy was reviewed by the Governing Body on 25<sup>th</sup> November 2025**

**It will be reviewed November 2027**

**Signed:**

**Date:**

# Policy on Unauthorised Recording of Meetings and Communications

This policy applies to all students, parents, guardians, and other members of the school community in their interactions with school staff (including teachers, administrators, and support personnel).

---

## 1. Prohibition of unauthorised recording

The school recognises the importance of open and honest communication. To maintain a professional and confidential environment, the unauthorised audio or visual recording of any meeting, telephone call, or virtual communication (e.g., video conference, online chat) involving school staff is strictly prohibited.

## 2. Definition of unauthorised recording

A recording is considered unauthorised if:

- It is made without the explicit, prior knowledge and consent of all individuals participating in the conversation or meeting.
- It is made by a party who is not openly declaring that they are recording the interaction.

## 3. Consequences for Unauthorised Recordings

Recordings made without the express consent of all parties will be considered a breach of school policy and may be subject to the following:

- **Inadmissibility:** Any such unauthorised recording will not be accepted, considered, or referred to in any formal school proceeding, decision-making process, disciplinary action, or complaint resolution.
  - **School Action:** The school reserves the right to take appropriate action, which may include disciplinary measures (for students) or other formal steps (for parents/guardians), in response to a violation of this policy.
- 

## 4. Authorised Recording

If a recording is deemed necessary (e.g., for specific learning needs, formal disciplinary hearings), it must be requested in advance and will only proceed with the clear, documented consent of all involved parties and the school's explicit authorisation.