



Recording Requests Policy

February 2026

Article 3 – Adults must do what’s best for me



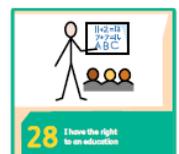
Article 12 – I have the right to be listened to, and taken seriously



Article 19 - I have the right to be protected from being hurt or badly treated.



Article 28 – You have the right to a good quality education. You should be encouraged to go to school to the highest level you can.



Key Contact Personnel in School

**Nominated Member of Leadership Staff Responsible for the policy:
Tim Williams**

Designated Safeguarding Lead: Sarah Costain

DPO: Sarah Costain

Date written: February 2026

Date reviewed:

Date agreed and ratified by Governing Body: n/a

Date of next review: February 2029

**This policy will be reviewed following any concerns and/or updates to
national and local guidance or procedure**

Five Acre Wood School

Parent / Carer Requests to Record Meetings Policy

1. Purpose

This policy sets out the principles and procedures regarding requests by parents / carers to record meetings (using any audio, visual devices or AI products) with school staff. It ensures that such requests are handled fairly, transparently, and in line with UK legislation on data protection, confidentiality, and privacy, while respecting the rights, wellbeing and dignity of all parties involved.

In most meetings that are held with parents / carers, minutes or notes are typically taken by a member of the school's admin team and then made readily available to all parties. This policy covers situations where, for example, minute / note taking would not be possible (e.g. due to availability of note / minute takers) or if this approach is deemed to be insufficient by either party.

2. Scope

This policy applies to:

- All meetings between parents/carers and school staff, including but not limited to SEN reviews, parent-teacher meetings, safeguarding discussions, and other formal or informal meetings.
- All employees of Five Acre Wood School.
- Parents, carers, and any other visitors requesting to record meetings.

3. Legal Framework and Best Practice

- This policy complies with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.
- It respects the rights of individuals under the Human Rights Act 1998, particularly regarding privacy.
- The school adheres to best practice guidance from the Department for Education and relevant educational bodies on confidentiality and data protection.
- Guidance issued by the Information Commissioner's Office (ICO).

The school processes personal data under Article 6 UK GDPR (public task and/or legal obligation). Where meetings involve special category data, including health, SEN or safeguarding information, processing is undertaken in

accordance with Article 9 UK GDPR and Schedule 1 of the Data Protection Act 2018.

Recordings may constitute personal data and, in certain circumstances, special category data.

4. Policy Statement

4.1 Requesting to Record a Meeting

- All requests to record a meeting must be submitted in writing (See Appendix A) to the school office or designated email address at least 7 working days before the scheduled meeting.
- Requests must include:
 - The date and time of the meeting.
 - The type of recording requested (audio or video etc).
 - A clear rationale explaining why recording is necessary and why a written minute or note taker is insufficient.

The school does not routinely record meetings. If the school or its staff determines that it is appropriate to make its own recording, all parties will be informed in advance and the lawful basis for doing so will be made clear.

4.2 Consideration of Requests

- The school and its employees reserve the right to refuse any request to record a meeting.
- Refusal to allow recording is not an indication of lack of transparency or anything to hide but is grounded in protecting personal data, respecting the rights of all participants, safeguarding considerations, staff wellbeing, confidentiality obligations, or the rights of other children and families.
- The school or staff are not obliged to provide reasons for refusal. Each request will be considered on a case-by-case basis.

4.3 If Recording is Approved

If permission is granted:

- All parties present at the meeting must sign a Recording Permission Agreement confirming:
 - The recording is solely for personal use.
 - The recording must not be copied, shared, published, uploaded to social media, or distributed in any format without the express written consent of all parties recorded.

- The recording must not capture information relating to other children, families, or third parties.
 - The recording will be captured using only a school-owned Dictaphone.
- Any breach of these conditions will be treated as a serious matter and may result in appropriate action under this policy.

4.4 Covert Or Unauthorised Recordings

Five Acre Wood School is committed to maintaining an environment of trust, transparency, and mutual respect between parents / carers and staff.

Recording any meeting, conversation, or interaction with school staff without the prior knowledge and explicit consent of all parties present is not permitted.

Covert or unauthorised recordings may:

- Constitute an infringement of privacy under the Human Rights Act 1998.
- Represent inappropriate processing of personal data under UK GDPR and the Data Protection Act 2018.
- Undermine professional relationships between home and school.

Where the school becomes aware that a covert recording has been made, shared, or distributed without permission, the school reserves the right to take appropriate and proportionate action. This may include:

- Reporting the matter to the school's Data Protection Officer.
- Seeking advice from the Local Authority and / or legal services.
- Making referrals to safeguarding partners.
- Referring the matter to relevant external agencies, including the police, where circumstances indicate a potential breach of law or safeguarding concern.

The welfare and protection of pupils and staff will remain the school's primary consideration.

4.5 Data Protection, Confidentiality And Retention

Recording meetings involves processing personal data.

Parents / carers and staff have the right to refuse to be recorded.

Parents / carers and staff retain their rights under UK GDPR, including the right to request access to personal data. Recordings may be subject to Subject Access Requests or lawful disclosure where required by legislation or court order.

If the school makes a recording, it will:

- Store it securely.
- Restrict access to authorised individuals only.
- Retain it only for as long as necessary in accordance with the school's Data Retention Schedule.
- Delete it securely when no longer required.

The school accepts no responsibility for the storage, security, or retention of recordings made by parents / carers.

5. Roles and Responsibilities

Role	Responsibility
Principal / Headteachers	Overall responsibility for policy implementation and review.
Designated Safeguarding Lead (DSL)	Ensuring meetings involving safeguarding are managed sensitively under this policy.
School Office	Receiving and logging recording requests; communicating decisions to parents/carers and staff.
All Staff	Adhering to this policy and raising concerns about recording requests.
Parents/Carers	Submitting requests in writing and complying with the Recording Permission Agreement if approved.

6. Implementation and Communication

- This policy will be published on the school website and included in the school's parent/carer handbook.
 - Staff will receive training on the policy and procedures.
 - Parents/carers will be informed about this policy during induction and via newsletters.
-

7. Monitoring, Review and Evaluation

- The policy will be reviewed every 3 years or sooner if legislation or guidance changes.
 - Feedback from parents/carers and staff will inform policy updates.
 - The Principal / Headteachers will report annually to the governing body on the policy's operation.
-

8. Related Documents

- Data Protection Policy
- Safeguarding Policy
- Parent/Carer Communication Policy
- Meeting Minute Taking Procedures
- Complaints Policy
- Data Retention Schedule

Appendices

Appendix A: Recording Request Form

Five Acre Wood School – Request to Record Meeting

Section	Details
Parent / Carer Name	
Pupil Name	
Date of Meeting	
Time of Meeting	
Type of Meeting	
Type of Recording	<input type="checkbox"/> Audio <input type="checkbox"/> Video <input type="checkbox"/> AI <input type="checkbox"/> Other (Please explain)
Reason for Request	(Please explain why you wish to record and why minutes are insufficient)

I understand that this request must be submitted at least 7 working days in advance and that the school may refuse permission without providing a reason.

Signature:

Date:

FAW Internal Use Only		
Request Approved?	Yes	
(Please circle as appropriate)	No	
Signed (Two signatures required)	(Name)	(Date)
	(Name)	(Date)

Appendix B: Recording Permission Agreement

Five Acre Wood School – Recording Permission Agreement

This agreement confirms that:

- The recording of the meeting on _____[date] at _____
_____ [time] is permitted for personal use only.
- The recording will not be shared, copied, or distributed to any third party without the express permission of all parties present.
- Any breach of this agreement will be considered a serious breach of confidentiality and data protection law.
- The recording will be stored securely.
- The recording will be retained for _____ (Please specify length of time agreed)
- The recording will be deleted securely when it is no longer required and / or the agreed retention period has been reached.

By signing below, all parties agree to these terms:

Name	Role (Parent/Staff)	Signature	Date