ST SAMPSON'S HIGH SCHOOL

Recording of parental meetings policy

Last Review Date:	October 2026
Reviewer:	VGY
Next Review date	October 2027

1. **Rationale:**

At St Sampsons High School (SSHS), we deeply value the strong partnership between our staff and families. Open, honest, and collaborative communication is vital to supporting our 11–16-year-old students through the rigorous demands of further education. To maintain a safe, trusting, and productive environment for all stakeholders, this policy clarifies the SSHS's position regarding the audio or video recording of conversations between parents, carers, students and staff (including at Parent Teacher Consultation evenings, telephone calls, and formal or informal meetings).

2. Scope

This policy applies to all parents, carers, students and staff members across St Sampsons High School.

3. Responsibilities

- The Principal and Senior Leadership Team (SLT) are responsible for the implementation and review of this policy.
- All staff members are expected to understand and uniformly apply the policy.
- Parents, carers, and students are required to respect and comply with this framework to ensure effective, trusting and legally compliant communication.

4. Policy statement

The audio or video recording of meetings or conversations of students, parents and carers with teachers and support staff is **not permitted** by St Sampsons High School. This applies even in cases where an individual staff member may appear to express consent to a recording.

This policy in places for the following critical reasons:

- **Protecting Data Privacy and Compliance:** SSHS meetings frequently involve the discussion of personal and/or sensitive data and information about one or more students, and SSHS operations. Recording these interactions creates a digital record that carries significant data protection and privacy risks. The prohibition of recording ensures the SSHS remains strictly compliant with the Data Protection (Bailiwick of Guernsey) Law 2017.
- **Preserving open and constructive dialogue:** A successful academic or pastoral meeting relies on free-flowing, honest, and supportive conversation. The presence of a recording device inevitably alters the dynamic of the meeting, potentially rendering interactions formal and defensive rather than open, trusting and collaborative.
- **Staff wellbeing and professional rights:** Teaching and support staff have the fundamental right to a professional workplace free from undue stress or surveillance. While individual teachers may wish to accommodate a parent's request out of politeness, this policy exists to protect the well-being of all staff members and to prevent the potential misuse or distribution of recordings on public platforms or social media.

5. Alternative support measures

We understand that parents, carers and students may wish to retain information from these meetings to share with co-parents or to review later in support of their ongoing academic progress. We remain fully committed to supporting you in alternative, compliant ways:

- **Written summaries:** Students, parents and carers are welcome, and encouraged, to take written notes during conversations with members of staff. If required, a brief written summary of key discussion points, academic targets, or agreed action items will be provided by the member of staff.
- **Translation support:** If parents and carers require assistance due to a language barrier, please request this directly with the relevant member of staff at least 24 hours before the scheduled meeting, so that translation support can be arranged.

6. Related resources

1. Fair Processing Notice
2. Data Protection (Bailiwick of Guernsey) Law 2017