

Ref: Video Recording for Staff Development/REF NO/February 2018
Approved by Governors: February 2018
Reviewer: D Williams/February 2019

VIDEO RECORDING FOR STAFF DEVELOPMENT POLICY



Governing Body Approval

Policy approved by:

_____ (NAME)
_____ (SIGNATURE)
_____ (GOVERNOR POSITION)
_____ (DATE)

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1. School Mission Statement

Our school community is guided by the gospel values, of love, forgiveness, reconciliation, justice, integrity, humility and truth. Faith and worship are lived, taught and celebrated. We recognise the importance of service to others and the opportunity to be witnesses to Christ in our community. All are unique and strive for personal growth. We celebrate the pursuit of academic excellence, applaud ambition and value the achievements of all. Our pupils are expected to achieve their best and use their learning to make a difference in the world they live in.

2. Introduction

We aim to ensure that we provide our pupils with an outstanding education. In order to achieve this, staff training and development and the training and development of the trainee teachers whom we support, is a fundamental aspect of our whole school development. In order to improve teaching and learning sequences, we will use a system of video recording in the classroom as a reflective and collaborative tool. This policy has been written to standardise procedures for the handling, viewing, retention, and destruction of recorded material.

3. Data Protection

The reference to 'third parties' within this document is limited to other employees of Blessed Trinity RC High School or trainee teachers Acting with the school. In compliance with Data Protection legislation, recordings will not be used for any other purpose than its intended use for staff development.

4. Staff Use

The use of the system is optional and is for development of Teaching and Learning. The system and is designed for staff development and will not be used as supporting evidence in the event of any performance related investigation.

5. Informing Pupils

It is the responsibility of the classroom teacher 'the author' to make pupils aware there is a video in the room and the purpose of it. The author must read the following script on each occasion where the recording equipment is in use.

"There is a camera videoing this lesson. It is recording my teaching/learning practices with you during the lesson so that I can reflect on these practices, individually or with other teachers, to improve learning outcomes for pupils. This video is private and will not be shared with anybody without my permission. Your parents have given their permission for you to be filmed for teaching and learning purposes. If you or your parents wish to find out more information about this process please contact Mrs Williams, Acting Deputy Headteacher."

It is the responsibility of the classroom teacher to ensure that there is parental consent for the photography/videoing of all pupils within the lesson. Consent information is recorded on the schools SIMS system. Where consent has not been received for an individual pupil the classroom teacher must ensure that any such pupil is not video recorded during the process.

6. Protocols For Use

To ensure the creation and maintenance of trust and transparency among staff and to foster collaborative and reflective teaching practices, the following protocols need to be observed:

- The areas of the lesson to be observed and reflected on professionally should be nominated by the teacher conducting the lesson (known as the author) and should be aligned with the school plans.

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- Recordings shall, in the first instance, be reviewed by the teacher whose lesson is being recorded (the author) and can only be shared with 'third parties' with the consent of that teacher (the author).
- Where the recorded material has been shared with a nominated third party, it should not be shared with further third parties without the approval of the author.
- The recorded material must not be adapted, interpreted, copied, published, stored or communicated (placed on the internet, school website, school intranet or email).
- The author must follow all procedures and protocols laid down in the ICT Acceptable Use and Child Protection Policies for Blessed Trinity RC High School.
- The author has the right to destroy the recorded material at any time they wish to do so.
- Under no circumstances shall the contents of any video media be exploited for purposes of teacher performance evaluation and or review by peers or school leaders.
- For purposes of this policy, the video recording of lessons refers to viewing recorded images and sound, from cameras for the purpose of reflection of classroom practice /teaching and learning.
- Under no circumstances shall the contents of any video media be shared on social media or commented about on social media.
- If an observer or the author notices anything in a recorded video that may cause concern to the welfare of a pupil they must report it immediately to Mrs Yorke Robinson, Acting Deputy Headteacher, the designated person for Child Protection.

7. Use of the System

The system currently used is called iRIS although this policy is intended to cover any such development system. Teachers who wish to start recording their lessons can organise, through Mrs Williams, Acting Deputy Headteacher:

- to borrow a recording kit;
- to receive training in using the recording kit;
- to access the software;
- to receive training in using the software;
- to receive training in presentation of hardware and articulation of its purpose to the pupils in the classroom as outlined in the script in Section 5 of this policy.

Any queries, questions, comments and considerations made by staff should be directed, in the first instance to the Mrs Williams, Acting Deputy Headteacher. Should the matter need to be reviewed further, the Mrs Williams, Acting Deputy Headteacher will direct it to Headteacher.