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Chair of Governors: Mr R. H. Sperr



20/06/2025

REMINDER:
NO AUDIO RECORDINGS DURING CONVERSATIONS WITH STAFF.

After recent concerns were raised, and having taken advice from our solicitors and our GDPR director, I wish to clarify our stance on 'requested' or 'covert' audio recordings of staff during phone calls or meetings.

Whilst the Academy understands that recording audio conversations is not illegal under the Regulation of Investigatory Powers Act 2000 (RIPA), it discourages all pupils, parents and staff from recording any audio conversation. If a recording is made and then subsequently made available to a third party, the Academy would look at taking legal advice and putting in place temporary restrictions on how the parent / carer are able to communicate with the academy ie only via email / only face to face meetings with a minute taker.

In line with the Academy Parent Code of Conduct, parents should not make any audio recordings on the Academy campus.

If a member of staff becomes aware that a recording has been made by a parent / carer, they will speak to a senior leader for further sanctions to be followed. The Academy may then discuss this further with parents/carers.

In relation to the complaints policy, complainants should obtain the informed consent of all parties before recording conversations or meetings, and that the school reserves the right to refuse permission for a complainant to use a recording that has been obtained covertly in the complaints process.

In addition, if parents wanted to record a meeting with staff, the decision would be made by the headteacher.

Covert recordings of phone conversations should not be made by parents.

This is to ensure:

- **A respectful and open dialogue between parents and staff**
- **The privacy and confidentiality of everyone involved**
- **That discussions take place in a safe and trusted environment**

- If a parent wishes to keep a record of a meeting, please speak to a member of the senior leadership team beforehand. Notes can be shared upon request to ensure clarity and understanding.
- We appreciate your cooperation in supporting a positive and professional school community.

If you have any questions about this policy, please contact the Academy office.

Yours sincerely,



Mr S P Bate
Headteacher

