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## **Recording Teaching Policy**

**Metanoia Institute**

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## **1. Introduction**

This policy has been developed to ensure that:

- 1.1 The process concerning the recording of teaching sessions is comprehensive, consistent and efficient and enhances the student experience.
- 1.2 Students and programme teams are clear on their rights and responsibilities when teaching is recorded.

## **2. Overview**

- 2.1 Metanoia Institute recognizes the benefits to students to revisit all or part of taught sessions. It recognizes further the benefits for particular groups of students, for example those with learning differences or those whose first language is not English.
- 2.2 It is acknowledged that unlike many taught subjects the recording of psychotherapy, counselling and psychology trainings may conflict with requirements for confidentiality especially when client material or issues of a sensitive nature are being discussed and as such this policy addresses the need to provide clarity on the rights of those involved in each recording and the conditions under which teaching sessions may and may not be recorded.
- 2.3 Metanoia Institute seeks to support a good student experience by allowing the recording of teaching sessions when it is appropriate to do so. This aligns with the QAA UK Quality Code for Higher Education Part B: Assuring and Enhancing Academic Quality, Chapter B3: Learning and Teaching; and Chapter B4: Enabling Student Development and Achievement and the Institute's Education Strategy that aims to ensure all students from all backgrounds achieve their potential by provision of a supportive environment and rich learning culture.
- 2.4 This Policy does not stand alone and should be read in conjunction with the following:
  - Clinical Ethics Handbook
  - Student Code of Conduct
  - Fitness to Practice Procedure
  - Student Disciplinary Procedure

## **3. Audio recording of lectures by students**

- 3.1 Students must always seek permission from the lecturer in advance in order to audio record any part of a teaching session. Students with disabilities may ask that recording be permitted as a part of their learning support plan (LSP), in which case this will be discussed and the parameters agreed with the programme team as part of the approval of the LSP. Students with an LSP should still speak to the lecturer in advance of the session to ensure they have clarity about what may and may not be recorded (See 3.3-3.5 below)

- 3.2 The making of recordings should be regarded by lecturers as a learning aid for students and they should normally grant permission for students to record teaching sessions, or parts of teaching sessions, which are primarily focused on imparting information, which might include limited elements of students asking questions. Lecturers are expected to guide students on what part(s) of the teaching session may be recorded and what, if any, part(s) of the session cannot be recorded.
- 3.3 Where third party, clinically or commercially sensitive material is included in the teaching session, recording of that session, or that part of the session, will not be permitted. Where this may negatively impact on a disabled student, alternative methods for capturing key learning information will be explored. Recording of sessions containing sensitive material will be reported as a likely breach of the Code of Clinical Ethics and Professional Conduct and Student Code of Conduct.
- 3.4 Recording will not normally be permitted during 'process group' and 'check-out' due to the personal nature of the discussions. There may be very exceptional circumstances where it is deemed to be desirable for one or more of these sessions to be recorded to support student learning. Where this is the case, the express permission of each member of the group must be given in advance. Where permission is not received from all members, recording cannot take place and alternative mechanisms for capturing the discussions will be explored. Recording of process group or check-out by a student without explicit permission will be reported as a breach of the Code of Clinical Ethics and Professional Conduct and the Student Code of Conduct.
- 3.5 Small peer group work, such as skills practice, triad work and small group discussions etc will not normally be permitted to be recorded. Rather consideration will be given by the tutor/lecturer as to how the discussions/activity in these sessions can be captured to aid learning. There may be cases where it is deemed to be desirable for a particular session(s) to be recorded to support student learning. Where this is the case, the express permission of each member of the group must be given in advance. Where permission is not received, recording cannot take place. Recording group work by a student without explicit permission will be reported as a breach of the Code of Clinical Ethics and Professional Conduct and the Student Code of Conduct.
- 3.6 Any exceptional permitted recording made of process group, check-out, skills practice triad work etc can only be made on a password protected or encrypted device and is for the sole use of the student for study purposes. This includes playing the recording to the student's primary clinical supervisor and/or the student's peer group. It must not be conveyed to any other person by any means whatever, other than for transcription purposes, where such transcription is permitted as part of a disabled student's learning support plan.

- 3.7 The ownership of the information contained within the recording of any teaching session remains at all times with the lecturer, the Institute and any others connected with the content. It does not pass to the student making the recording.
- 3.8 Students are responsible for all recording they are permitted to make and their safe keeping. Recordings must be kept securely and then destroyed by the student once its purpose has been met. This will always be before the student leaves the Institute and shall normally be by the end of the semester/teaching year in which the recording is made.
- 3.9 The recording method employed must be discreet and not intrusive with regard to other participants in the teaching session.
- 3.10 Recording a teaching session is not a substitute for attendance. The student must normally be present to record the teaching session. In exceptional cases, in consultation with the Head of Programme, the lecturer responsible may give permission for a recording to be made in the student's absence, this recording will adhere to the above guidance and may therefore contain only sections of the teaching session as would normally be permitted to be recorded.
- 3.11 Inappropriate use by students of recorded material (including, but not limited to, sharing with any third party, posting on external websites or for purposes unrelated to their personal learning) will be reported as a breach of the Code of Clinical Ethics and Professional Conduct and the Student Code of Conduct.