

POLICY RE RECORDING OF CONVERSATIONS

Finchale Primary School does not allow conversations to be recorded within school premises. If it appears that it would be useful for a record to be made of any meeting then the Meeting Record Form should be used to record what takes place. This can then be signed by all parties if they agree it is a true record.

Should one member consider that the record is not an accurate account then they can suggest alterations. If, however, this is not agreed then they can add their view to the account before signing and dating the form.

Finchale Primary sees the video or audio recording of conversations which take place to be a breach of confidentiality and will not allow such recording to occur.

If a parent/carer insists on making an audio recording of the meeting then that meeting can then not proceed.

Inchale Remark School	MEETING RECORD FORM	
FOCUS		DATE
SUMMARY OF MEETING		
NOTES TAKEN BY		
THOSE PRESENT	ROLE	SIGNATURE

Updated: May 2024