



Safeguarding Vulnerable People Partnership

Recording Multi-agency Learning Events Policy

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1. Introduction

This document sets out the policy for recording virtual SVPP multi-agency learning events such as Child Safeguarding Practice Review (CSPR) case webinars and SVPP Stakeholder meetings, to improve the accessibility of partnership learning for local practitioners and stakeholders of the SVPP.

The recording of events will be available for those who could not attend and can be re-viewed by those who were in attendance multiple times. All participants will be notified in the session when an event will be recorded. Any events that are recorded will adhere to this policy.

To comply with security, privacy, and regulatory frameworks such as UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018 the recording of sensitive data such personal information will not be permitted. Should sensitive data be discussed in a recorded learning session the recording will be edited to remove this information. All recordings will be reviewed after 3 years as set out in 2.8 of this policy.

2. Policy

2.1 Recording is for the purpose of improving the accessibility of partnership learning events.

2.2 Participants will be notified at the point of booking that the learning event will be recorded.

2.3 Participants will be prompted at the start of the session to switch off their camera if they do not wish to appear on screen in the recording.

2.4 Recordings will be published on the SVPPs training content management system (Virtual College) and will only be accessible to people who have a Virtual College account.

2.5 Delegates that access recordings is reported through the training management system.

2.6 Recordings must not to be used for HR / Line Management investigations including evidential or record keeping purposes.

2.7 Recordings will be edited when any sensitive or personal information is discussed.

2.8 Recordings will be reviewed every 3 years by the SVPP Business Team.

3. Compliance

3.1 It is the responsibility of the person recording the session to understand their responsibilities set out in this policy.

3.2 It is the responsibility of the SVPP Business Support Team to take appropriate action if individuals fail to comply with this policy.

4. Responsibilities

4.1 It is the responsibility of the SVPP Business Support Team to ensure those delivering SVPP learning events are granted access to recording in Teams if this is required.

4.2 It is the responsibility of the SVPP Business Support Team to inform delegates when events are being recorded and send a copy of this policy at the point of booking a learning event.

4.3 It is the responsibility of all participants who have access to a recording to ensure it is handled with care and not shared with parties who are not authorised for that information.

4.4 It is the responsibility of the participant to switch off their camera if they do not want to be visible during a recorded learning session.

4.5 It is the responsibility of the person recording the learning session to inform participants that the session will be recorded before starting the recording.

4.6 The editing and deletion of recordings is the responsibility of the SVPP Business Support Team.

5. Retention

Learning session recordings will be uploaded to the SVPPs training management system and can be accessed by people with a Virtual College account.

A review of the learning session recording will take place every 3 years and manually deleted when it is no longer necessary to keep a copy by a member of the SVPP Business Support Team as set out in 2.8 of this policy.

6. Glossary

- **Virtual College:** A training content management system
- **Recording:** capturing the audio, video and screen sharing activity during a meeting.
- **Learning event:** a meeting held on Microsoft Teams for the purpose of delivering key partnership messages