

CYP Digital Recording Policy

Due to the increase of the use of technology within social care this has lead the use of a combination of in-person and online meetings, visits and conferences.  It is for this reason that a Digital recording policy is needed and will be updated every two years. The Digital recording policy aims to support Brent staff to facilitate the practical and responsible use of recording within case work by providing families and professionals with clarity on their rights and responsibilities.

Recording of meetings & social work visits

When a service user requests to record a meeting or visit

If a parent, family member or friend wants to audio record a meeting, practitioners/social worker will consult with the Chair/Team Manager.

It will be explained to the family member that if they publish any recording they will incur potential legal risk if sharing these with others, including through posting online. The risks of doing so and the possible impact on the child or others should be discussed. The risks associated with longevity of published material on the internet should be highlighted.

If another family member or friend (not a birth parent or someone with parental responsibility) states that they intend to record a meeting and the parents do not agree with this, they will be asked to stop. If they do not, the chair/social worker will halt the meeting and they will be asked to leave.

The chair/social worker will seek legal advice if it is subsequently found that some recording has taken place or been published online.

Covert Recording

If it has become clear that a meeting has been audio recorded without the knowledge of the chair/ Social worker and or other participants, the Local Authority should be informed.

The Chair will consider informing the multi-agency network and Local Authority legal representative as part of considering any legal or safety implications.

If it is discovered that a parent has published a recording on social media and/or elsewhere on the internet, or used it for another purpose, the Chair will consider seeking legal advice to try to get the recording removed.

Local authority recording of meetings/case conferences

The Chair is responsible for making an audio and digitally typed record of the meeting and for ensuring that it accurately reflects the discussion held.

Any audio or typed digital recording will be treated, retained and stored in accordance with relevant provisions of the Data Protection Act 2018 and General Data Protection Regulation.

* All invitees will be informed that the Meeting will be audio recorded and the reasons why
* Audio recordings will include an explanatory statement identifying:
	+ when and where the recording was made
	+ date and time the meeting started and ended
	+ the context of the discussion
	+ the main speakers and their role or title
* The Chair will inform to meeting participants that:
* the meeting is being audio recorded
* how the audio record will be securely stored
* how the typed minutes will be produced and shared
* the information discussed at meetings is confidential and that they become responsible for any information that they take out of the meeting
* that audio recordings will not be edited
* the date and time that the meeting started and ended will be recorded
* the possibility that a copy of the audio recording could be directed by a court or used in court or as part of a quality assurance process.

Signoff date: July 2022

Review Date: July 2024