****Devon County Council**

**Recording Meetings Guidance for Young People**

**MAKING A RECORD OF MEETINGS WITH YOUR SOCIAL WORKER OR OTHER PROFESSIONALS YOU MIGHT MEET**

**WHY MIGHT YOU WANT TO RECORD MEETINGS?**

* So that you can make sure that you remember things that are said to you or what you said after the meeting
* You won’t have to wait for written notes in the post.
* Sometimes making a voice recording can be easier than making notes: Especially if you are talking about really important things.
* To check what is written down in records of meetings, so that you know they are correct or so that you can complain if they are not.
* You may not trust a person and want to be sure that you have your own record.

**WHAT DOES THE LAW SAY ABOUT RECORDING MEETINGS?**

Recording meetings for your own personal record (to keep for yourself) is OK. It is not the same as giving the recording to other people or putting it on social media: this is not allowed.

**IF I AM INVOLVED IN ANY COURT PROCEEDINGS AND I MAKE A RECORDING CAN IT BE USED IN COURT?**

* The court would have to give permission for this.
* The court has to decide that your recording has to do with why you have gone to court and that it is a genuine record.
* If a recording is made secretly or without other people in the meeting knowing it may be difficult to prove to the court that the recording is real and isn’t just a small bit of a conversation that makes it sound like something else happened.
* The original recording would also need to be made available for everyone involved in the court case to see or hear.
* It is illegal to record court hearings without permission so you must not do this.

**I’D LIKE TO RECORD A MEETING. HOW SHOULD I GO ABOUT IT?**

Tell everyone who’s coming before the meeting to make sure they have time to think about it and decide whether to come to the meeting. You can show them this guidance, so they know what the law is.

Explain why you would like to record the meeting. For example:

* I don’t remember things very well and I’m not very good at taking notes.
* The notes or typed records of meetings arrive too late.
* I feel worried that things I have said, or others have said might not be accurately recorded.
* I remember and understand better if I can hear things rather than reading them.
* I have a disability which makes it difficult to take notes or affects my memory or concentration.

It would be helpful if you agree to record the whole meeting and to send a copy of the whole recording to the other people at the meeting if they would like it.

It would be helpful if you tell the people at the meeting that you will only use the recording for your own use and that you will not share it with other people other than the court.

The recording you make might include private things about other people. It is a good idea to make sure that everyone understands that you know their privacy is important.

If you are told you cannot record, you could show them this guidance, so they know you have a right to record and ask them to reconsider.