

Classwatch Policy + Agreement

Rational

A key part of our commitment to moving teaching to good and outstanding is developing each teacher's individual practice. To support this self-reflection we are introducing the use of video recordings of lessons/parts of lessons so all staff have the opportunity to see and reflect on the impact their teaching has. This could be in one of the following forms

- Self reflection for continuing professional development needs and to identify own areas for self improvement to raise teaching towards consistently good and outstanding.
- As part of a school focus – linked to developing good practice where there would be a video recording of teaching followed by a coaching/mentoring session. The purpose of the coaching/mentoring programme is to celebrate what goes well in terms of positive impact on learners and to enable teachers to identify an area for improvement.
- Peer to Peer support – whereby teachers would share good practice and support each other in identifying areas for improvement as part of a school/year group/subject focus or simply for personal CPD needs.
- To support an NQT or student teacher as part of developing their practice to ensure they meeting the teacher standards
- To celebrate good practice and create an 'in school bank' of video clips as a resource for sharing expertise to improve practice

We believe that this process is a crucial part of developing good, self reflective teachers and support staff to ensure we secure the best outcomes for all pupils but acknowledge that some staff may feel fearful of working in this way at first.

There has never been nor ever will there be a rationale underpinned by any intention on the part of senior leadership, Governors or any other body, to use the technology for the purposes of performance management (except with the express permission of the member of staff and initiated by them – offering evidence forward). Nor will any footage be used as admissible evidence in disciplinary hearings or during any capability proceedings. Under no circumstances will the cameras/microphones be used in a secret manner.

To ensure that members of the school community gain confidence in the process, we have adopted the following key principles which are all in line with ICO recommendations on recording lessons. The ICO recognise that there is a place for cameras in classrooms (Classwatch) to support continuing professional development and they acknowledge that teachers may find it useful to look back at lessons as part of their reflective practice. We will follow the guidance set out by Classwatch and the ICO and update this policy regularly and in light of any changes to legislation

Purpose

The systems main focus is on improving teaching. It should not be used for unrelated purposes. There must be a clear purpose for the recording of each whole/part lesson and this is to be shared with all staff involved. There is no need to record whole lessons – it is reasonable to record the parts of lessons necessary to support the recording rationale.

Sharing of images

Footage will only be shared within Giffards Primary School or schools they are collaborating with and only then with the permission of the teacher/members of support staff involved. No footage will be shared on the internet/school website or social media sites.

If footage is likely to contain evidence of alleged poor behaviour, vandalism or theft the footage may be viewed by the headteacher or in their absence, a member of the SLT and subsequently, if required, the police.

Under normal circumstances the recordings will only be viewed with the authority of the teacher. If there are accusations of wrongdoing the headteacher or member of SLT may view the recordings for investigative purposes.

Retention and storage of images

Most footage will only be retained for a few days in order for teachers to view footage to support teacher development and must only be retained on the system's hard drive, however it is recognised that for some CPD needs long term retention will be required and this will only happen by prior agreement with the staff involved in the footage. In these cases footage may be downloaded and saved to a secure part of the server to ensure it is not overwritten. This footage can be archived indefinitely and becomes the property of the school.

If recordings are to be archived they may be transferred via other media such as recordable DVD, USB stick or CD or other storage technology (in compliance with the Data Protection Act). At no other time will such portable storage technologies be employed

Will information be controlled under data protection and released if requested?

The information and its use will be in full compliance with all statutory data protection regulations and may be released if requested.

Will any individual have a right of veto on its use?

Once authorised and released to server archive, the use of the information, within the constraints hitherto laid down, will be under the control of the Headteacher or in their absence, the Deputy Headteacher.

Data Controller (DC)

The school is the DC for the purposes of compliance with the Data Protection Act 1998

The class teacher or member of staff selecting to record the lesson makes the decision about when the camera is switched on

Privacy notice and informing parents/ visitors/staff

Parents will be informed of the use of Classwatch via the school newsletter, schools website and added to the information and signing sheets given to new parents. All pupils will be informed of video recording taking place prior to a lesson starting (see appendix 1 and 2) a sign will be displayed so visitors or staff working in the class or the vicinity are aware.

This policy will be available from the schools website.

As the system is fully compliant with Data Protection Act 1998 and the ICO Code of Practice parental permission will be assumed unless a parent specifically requests their child is not videoed. It is not considered practical to inform parents before hand of the intention to record all or parts of lessons.

Under normal circumstances, teachers, other staff and students will be recorded when the cameras are rolling. During such times there remains the possibility that any visitor to the classroom (parent, governor, other visitor) may be recorded. In compliance with statutory regulations, written information will be posted on the walls and doors of associated classrooms so that visitors should be aware of this possibility (see appendix 1 and 2).

Audio + Visual Recordings

Sound recordings will be made as part of the video recording of lessons as this is an important part of reflecting on a lesson for professional development needs. Sound recordings should not be made outside of lesson recordings. All those involved in video and sound recordings must be made aware that the sound recording is on – this could be achieved via an announcement prior to the lesson starting or appropriate signage (see appendix 1 and 2).

Under no circumstances will the cameras/microphones be used in a secret manner.

Access to images

Access to images will be restricted to a ‘need to know basis’ which in most cases will be the teachers and support staff involved along with a coach/mentor or colleague/s where discussions are being held for professional development purposes.

It is important to note that images may not be stored beyond the time taken for a teacher to watch and self reflect on recorded images.

Access requests by parents cannot be granted (in accordance with Data Protection Code of Practice) as it would be unfair to the other individuals concerned.

The video system will not be used like CCTV to protect valuable assets or record lessons all day long.

Training

Training will be provided to all teaching staff prior to the implementation of the system. It is the responsibility of the teacher to ensure they have acquired the correct skills and knowledge to operate the system after this training. Requests for further training, support or advice can be made to Mrs S Bryant or the Headteacher. Staff will be responsible for the setting up of the system and ensuring it is returned to the Admin Office in KS2 for storage once used. A timetable of use will be kept in the Admin Office so everyone is aware of when the system is free.

Any system problems must be reported directly to Mrs Bryant or Classwatch on www.classwatch.co.uk

Expectations of participants:

In order to ensure that this system is used effectively and has a positive impact on improving teaching and learning we expect staff to

- Watch and reflect on the video observation as soon as possible after the lesson is filmed and reflect on what they see/hear
- If the session is part of coaching /mentoring - to reflect on the lesson and be ready for the coaching/ mentoring session.
- Commit to implementing teaching strategies discussed during the coaching/mentoring sessions.
- Engage fully in the coaching/mentoring discussion and next steps planning.
- Stick to using the strategies agreed/discussed.
- To share good practice and engage fully in raising the profile of good+ teaching within the school
- Ensure this policy is complied with

Policy review

To be reviewed in December 2015 or earlier if the need arises