



Recording of Conversations and Other College Activities

1. Communication between members of the College staff and students and parents is to be conducted on the basis of mutual respect and trust;
2. The College does not automatically grant permission for staff, parents or students to record conversations or other College activities;
3. If a College employee, a parent or a student wishes to record a conversation they should obtain the permission of the other party or parties prior to commencing any recording;
4. Only the Headmaster or his delegate from the College Executive may grant permission on behalf of the College for a parent, student or employees to record a conversation or other activity except in circumstances detailed in 4.a and b. below:
 - a) Teachers, sports coaches, or other members of the education team may grant students permission to record specific parts of lessons or College activity.
 - b) New permission must be sought on each and every occasion that the student wishes to record a lesson or lesson segment or College activity.
5. All persons must, at all times, comply with the College's Privacy Policy.



Developing character, inspiring hope