



Shoreham Academy

The best in everyone™

Part of United Learning

Recording of Communication Policy

Updated May 2025



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Shoreham Academy Communication is built on a framework of trust with our parents, students and other third party agencies, this is encapsulated in our home/academy partnership agreement

- Parents, family members or third party agencies wishing to record communications with Shoreham Academy staff, should make a formal request in writing to the Principal if they wish to record either a telephone or face to face meeting with academy staff. This should be done at least 48 hours in advance.
- A recording can only be requested if it is to mitigate the impact of a disability or impairment. This may include hearing impairment or a significant ability to process information on first hearing.
- The Principal will decide if recording of the meeting/phone call is permitted and subject to acceptable reason. If agreed the Principal will confirm in writing to the person making the request and the staff involved that the communication will be recorded.
- Any recording made of a mutually agreed meeting/phone call must only be used for the purpose it was made.
- The academy reserves the right to take legal action if the recording is shared or disseminated to others not in attendance at the meeting without the express written permission of the Principal.
- Unless written permission is given by the Principal for recordings of staff to take place then they will not be permitted. The academy will follow a ‘written communication only’ policy with parents/agencies that continue to record staff without their permission.