



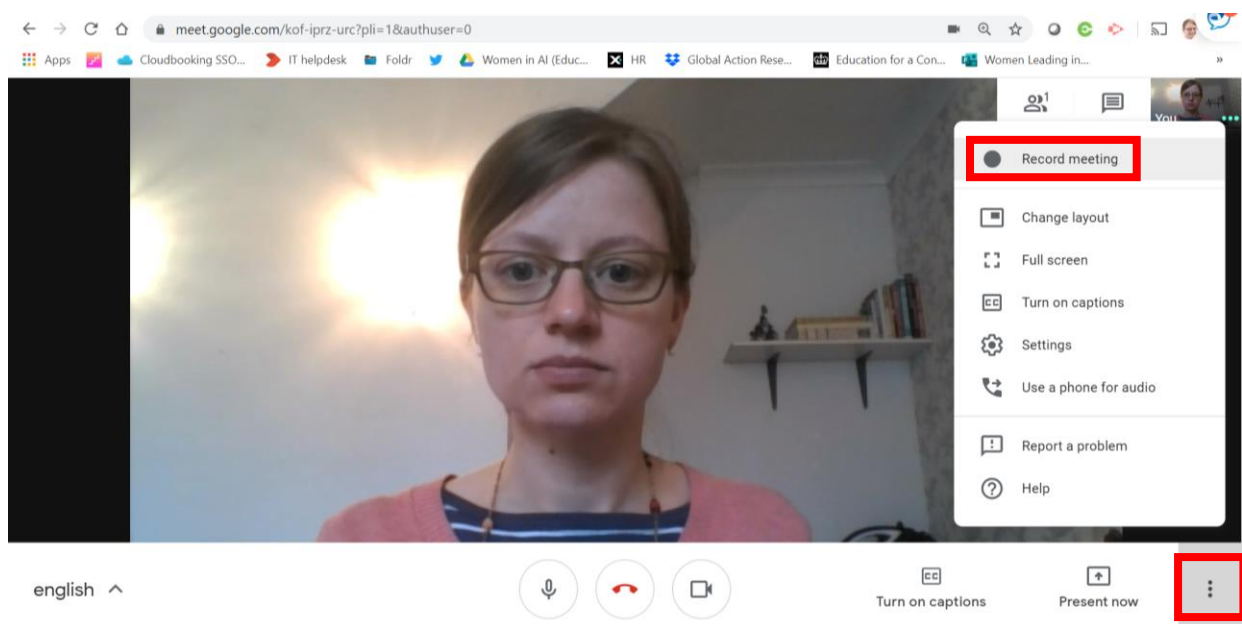
# Google Meet for Guided Home Learning: Protocol and instructions for recording

## Recording Protocols

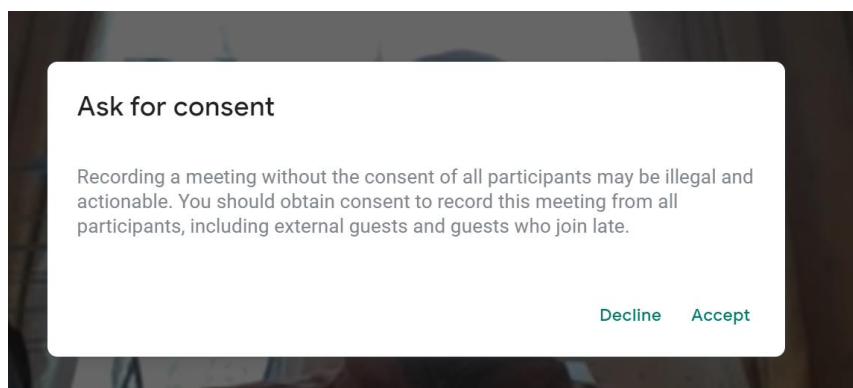
- Recordings are made for safeguarding purposes, to protect both pupils and staff
- All 1:1 teaching sessions must be recorded on Microsoft Teams or Google Classroom. Support and pastoral 1:1 sessions should be recorded on Teams or Google Classroom unless the professional judgement of the member of staff is that this would be inappropriate or the pupil is unhappy about a recording being made, in which case it is acceptable for detailed notes to be kept instead.
- When a recording is made access is restricted to participants and the IT Administrator. Access may be granted to others in the event of a complaint, formal investigation, or legal request (this would be carried out under the standard GDST policies).
- Distribution of the recording beyond participants who have automatic access is strictly prohibited.
- Recordings will be automatically deleted after 12 months.

## How to record

In your video call, click on the three dots and select **Record meeting**.



When you start recording you will be asked to confirm you have consent to record.



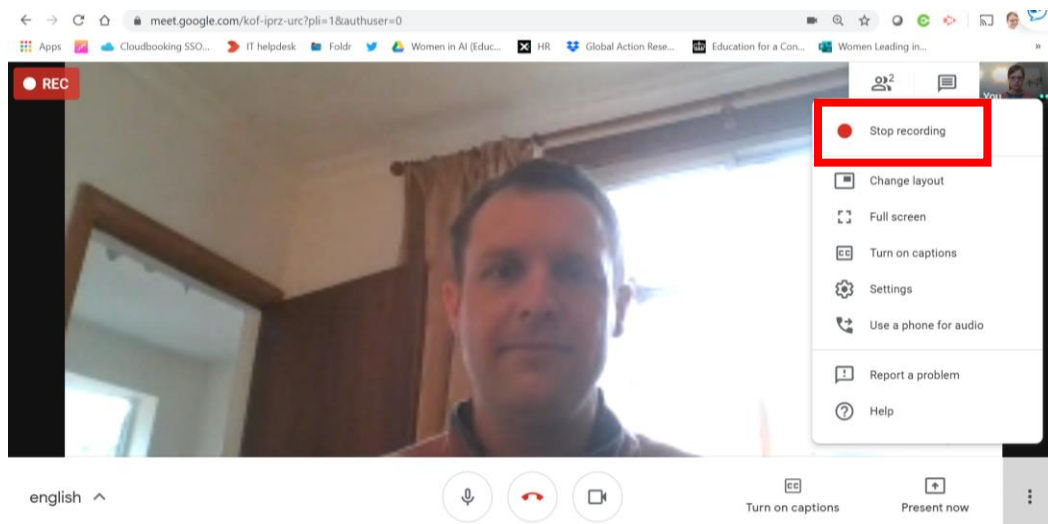
Students will be notified that recording has started and both teacher and students will see the Record box below in the top left of their screen.



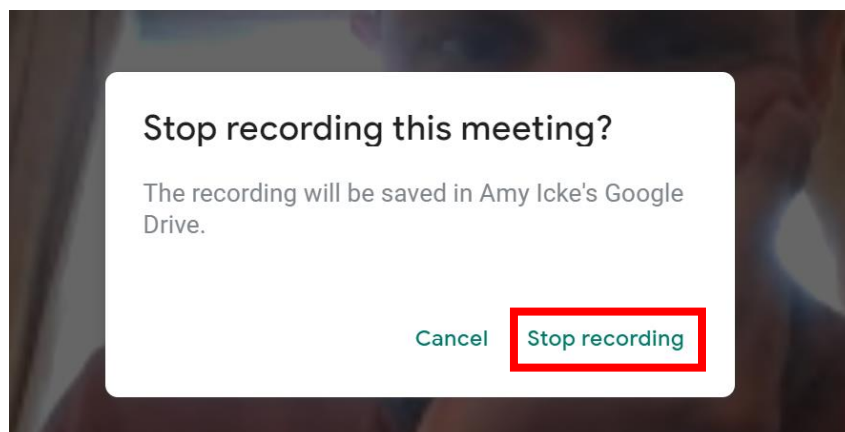
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When you are ready to end the recording, click on the 3 dots and **Stop recording**.



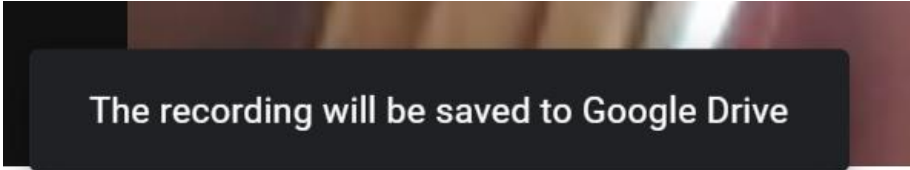
Confirm that you are happy to stop the recording.



And you will see the following notification pop up in the bottom left of the screen.



## **Google Meet for Guided Home Learning: Protocol and instructions for recording**

A screenshot of a dark grey notification bar from a Google Meet interface. The bar is positioned over a blurred background of a meeting. The text "The recording will be saved to Google Drive" is written in white, sans-serif font, centered within the bar.

**The recording will be saved to Google Drive**

Google Meet recordings are saved to the meeting organiser's My Drive > Meet Recordings folder. An email with the recording link is also sent to the meeting organiser and the person who started the recording (only staff can start recordings). The link is also added to the calendar event. If the organiser changes or if the meeting occurs outside of the scheduled meeting time, the recording link is sent to the original event creator. If the recording starts during the scheduled meeting time, the recording is automatically linked in the calendar event. Meeting participants are automatically granted access to the recording.

N.B. It is recommended that staff create all meetings that they want to record otherwise the student will be the owner of the recording.