



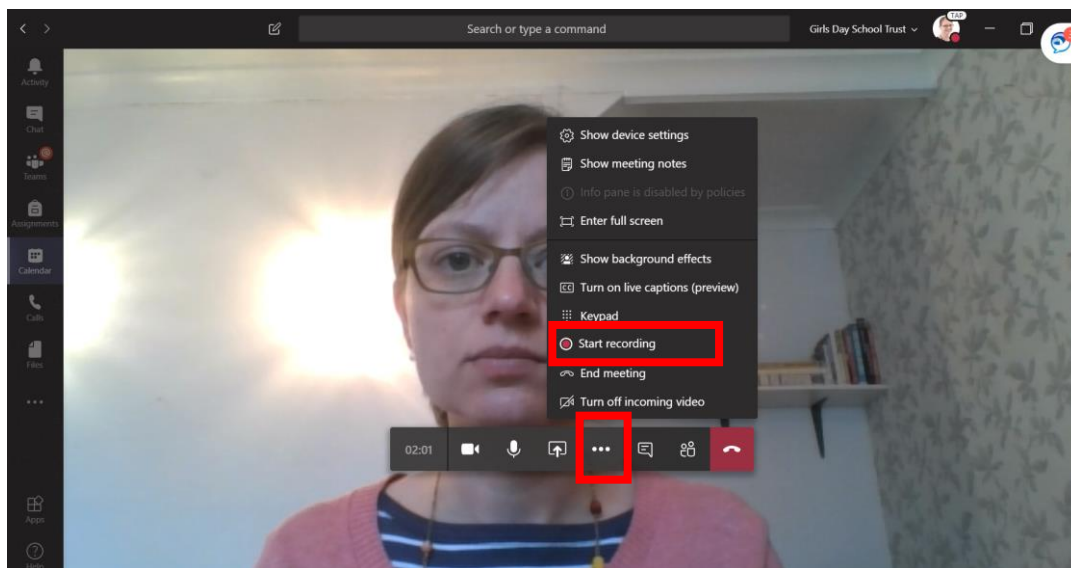
## Microsoft Teams for Guided Home Learning: Protocol and instructions for recording

### Recording Protocols

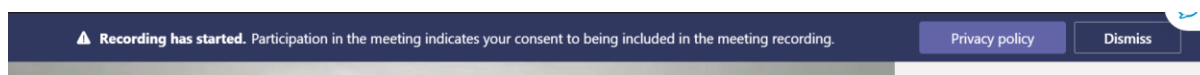
- Recordings are made for safeguarding purposes, to protect both pupils and staff
- All 1:1 teaching sessions must be recorded on Microsoft Teams or Google Classroom. Support and pastoral 1:1 sessions should be recorded on Teams or Google Classroom unless the professional judgement of the member of staff 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 **Start Recording**.



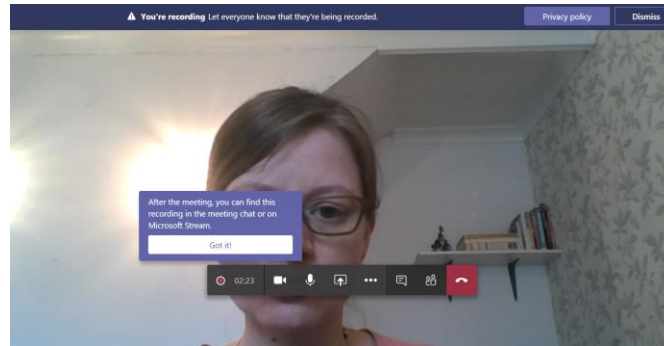
As you start recording, your students will see the following **notification**



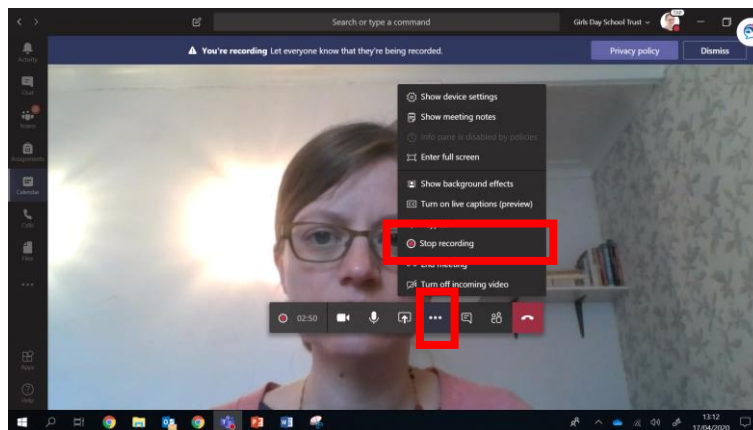
And as the teacher, you will see a **notification** at the top of the screen and the pop up about where the recording is saved.



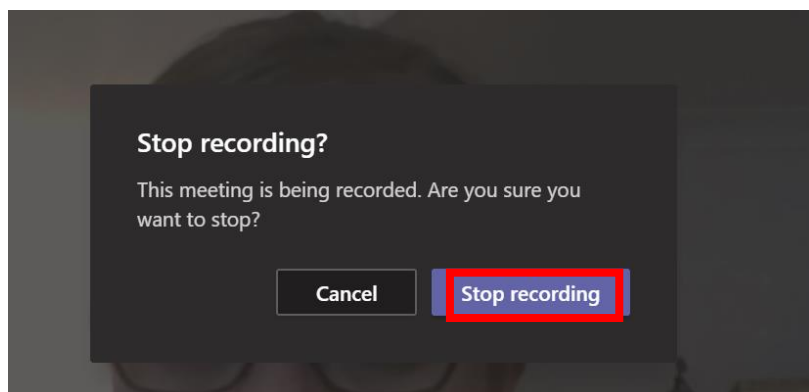
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When you are ready to finish your recording, click on the three dots and select **Stop recording**.



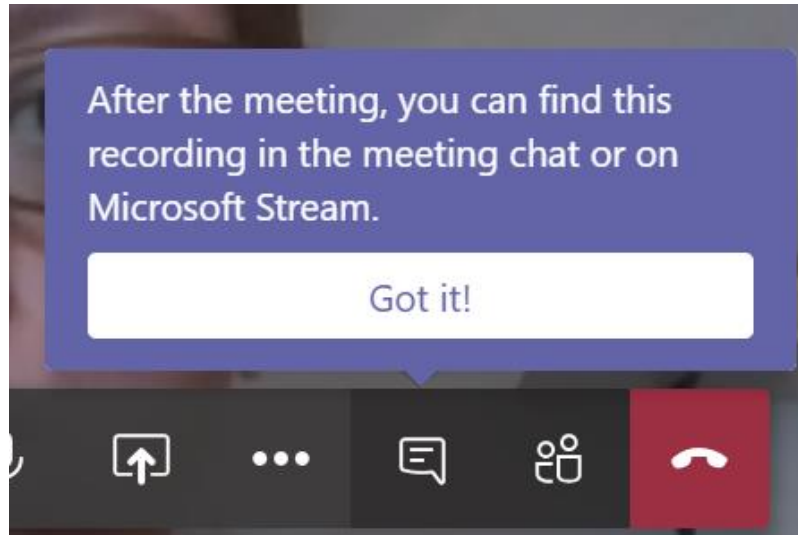
Confirm you would like the recording to be stopped by clicking on **Stop recording**.



You will see the following notification as the recording stops.



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**NOTE:** When the recording is over, a link to the recording is posted in the chat or to the Teams Channel, depending on where the meeting was started from. This means everyone on the live lessons has access to the recording.

