



BIMM
INSTITUTE



INSTITUTE FOR
CONTEMPORARY
THEATRE

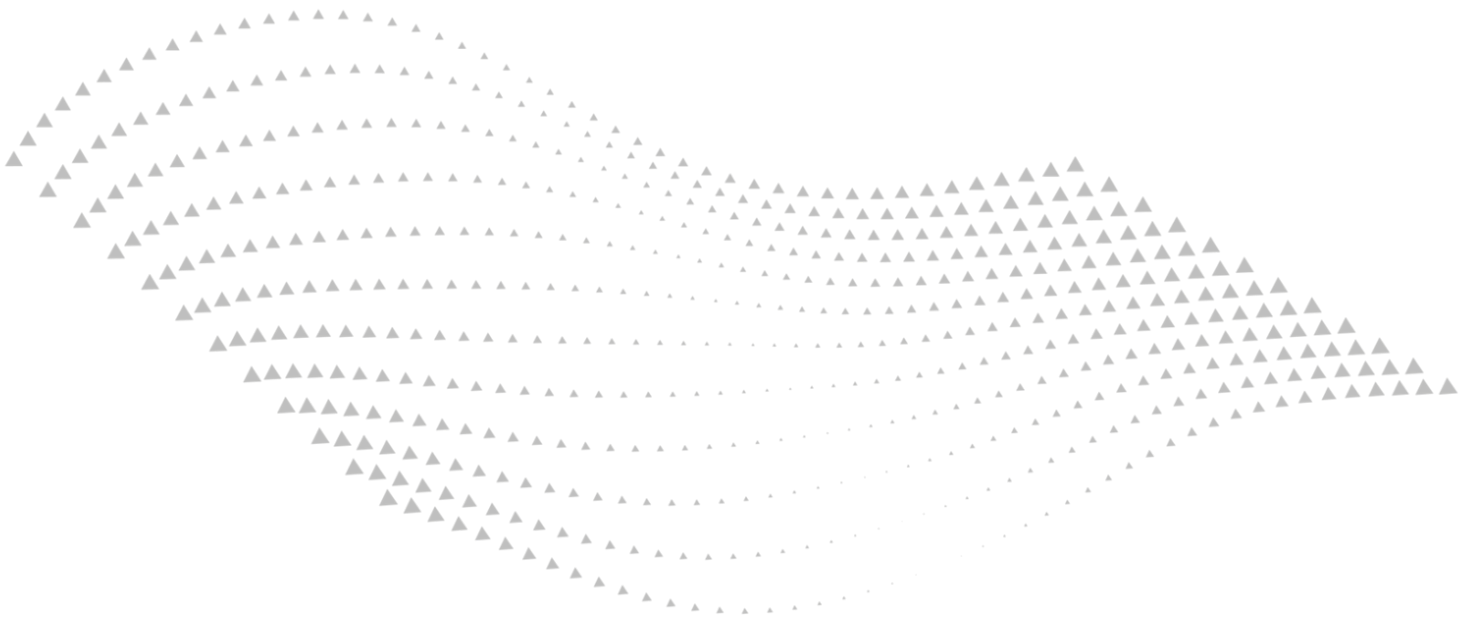


PERFORMERS
COLLEGE



SCREEN AND
FILM SCHOOL

Recording of Teaching Policy



Last approved: September 2021

Approved by: Academic Board

Next review due: September 2025



1. Introduction

- 1.1. The Institute's Further Education and Higher Education Learning & Teaching Strategies commit to providing high-quality teaching and support for its students in line with the practices and guiding principles of the QAA UK Quality Code for Higher Education and Advance HE's Professional Standards Framework.
- 1.2. Recording teaching activities and developing multimedia learning resources is an important part of the Institute's vision to innovate in the provision of effective learning resources and in ensuring accessibility.
- 1.3. The official position of the Institute is that the recording of timetabled teaching is at the discretion of the lecturer who may choose to record when advantageous to students' learning and to support reasonable adjustments and accessibility under the Equality Act 2010.
- 1.4. This Policy outlines the conditions under which recordings may be made and sets out staff and student responsibilities to ensure that the Institute meets its obligations under equality and data protection legislation.

2. Definitions & Scope

- 2.1 This Policy applies to all student enrolled on a course at BIMM Institute, the Institute of Contemporary Theatre, Performers College and Screen & Film School (collectively referred to as "the Institute"), and to all staff (including PAYE and freelancers) that participate in the facilitation of on-site and online teaching at the Institute in the course of their contractual duties.
- 2.2 This Policy applies to the recording of learning and teaching only.
- 2.3 Teaching refers to a learning and teaching session or part of a teaching session both on-site and online, such as group classes, lectures, seminars and workshops delivered within the taught curriculum.
- 2.4 Recording refers to the digital capture of teaching sessions through recordings of learning and teaching sessions (including audio, still photography and video) and assessments where required by the Institute's Academic Regulations.

3. Policy Aims

- 3.1. This Policy aims to provide educational benefits including:
 - a. Flexibility: to provide greater flexibility to students within the curriculum in terms of when and how they learn and offering greater opportunities for students to engage across disciplines.
 - b. Pedagogy: to give opportunities for the exploration of innovative pedagogic approaches, as well as the further development of online, flipped and blended teaching.
 - c. Review/revision: students have the opportunity to review and reflect on the specific aspect of the taught curriculum.
 - d. Supporting learning: to provide the opportunity for the Institute to evaluate learning resources over time.
 - e. Special educational needs: to support students with a range of special educational needs.
 - f. Accessibility: to support students with career and industry opportunities by providing continued access to learning resources.



- 3.2. However, it is important to acknowledge the need to minimise potential negative impact on student attendance and engagement. The Institute recognises and acknowledges that:
 - a. Not all teaching approaches are suitable for recording.
 - b. The Policy should not restrict or prevent academics from choosing the most appropriate teaching approach for their discipline.
 - c. Recordings are not intended to replace student contact time and, instead, aim to be complementary.
 - d. Student attendance at timetabled teaching sessions should be monitored to ensure there are no negative impacts on attendance resulting from the implementation of the Policy.
 - e. Some material and discussion is of a sensitive nature and may not be appropriate for recording.
- 3.3. The recording of teaching sessions is also one of the tools which can support the Institute's Access & Participation Plan.

4. Consent

- 4.1. Subject to the right to opt-out set out in Section 8, by attending the recorded learning and teaching session students consent to:
 - a. The Institute recording and making the recordings available on the VLE.
 - b. The processing of personal data in accordance with the Institute's Student Data Protection Policy, Privacy Notice and Staff Data Protection Policy.

5. Recording & Opt-Out Lecturers

- 5.1. Students and college academic teams may express the desire for a specific teaching session to be recorded, however the lecturer may have valid reasons why a teaching session should not be recorded. These reasons may include, but are not limited to, that the session:
 - a. Contains confidential or personal information.
 - b. Is commercially or politically sensitive.
 - c. Is not viably recordable due to technical or access restrictions, or the facilitation of recording is considered to be detrimental to student learning.
 - d. Covers material that may make recording inappropriate (see section 10.2).
 - e. Is delivered by a visitor to the Institute who has not expressly given their consent to be recorded.
- 5.2. The lecturer running the teaching session should discuss the matter with their college academic team to request an exemption from the application of this Policy for a specific teaching session, and they will decide whether the proposed reasons for not recording the teaching session are valid. However, if only part of an individual online teaching session is not suitable for recording, the lecturer, where appropriate, may pause the recording or edit out the relevant section(s) before the teaching session is made available to students.
- 5.3. Where a request for a teaching session to be exempted from the application of this Policy has been granted, students will be informed prior to the start of the session and, preferably, via the VLE prior to the start of teaching. If appropriate, students may be provided with a rationale for the decision.

6. Recording Notice

- 6.1. For on-site sessions, there will be notices in rooms where recording of teaching may take place. A verbal reminder indicating when recording will commence will be made by the lecturer providing the learning and teaching session.



- 6.2. For online sessions, the lecturer providing the online teaching session will give a verbal reminder when recording commences and/or display written information.

7. Tutorials

- 7.1 Tutorials and other one-to-one interactive teaching sessions will not be recorded unless:
 - a. The recording of such sessions is a condition of accessibility requirements/the student's Individual Support Plan.
 - b. The request and consent to record is provided by the student and the recording is to be shared with the student only. Staff should be aware that the student will have the right to withdraw this consent at any time and, in this instance, the recording would need to be securely deleted.

8. Opt-out by Students

- 8.1. Students may opt-out of being recorded; however, students are not able to opt out of recordings made for the purposes of student assessment.
- 8.2. For on-site sessions, except for the purposes of student assessment, any student not wishing to be recorded should notify the lecturer at the start of the session and should sit in the area where they will not be captured by video (recording free zone), as indicated by the lecturer.
- 8.3. For online learning and teaching sessions, except for the purposes of student assessment, any student not wishing to be recorded should notify the lecturer at the start of the session and should switch off their camera, put their microphone on mute and not participate in the chat function. Staff should advise students when recording begins and ends so that students can adjust their settings in order to participate in learning activities.

9. Availability of Recordings

- 9.1. Recordings of online teaching will be retained and made available to students for the duration of their studies at the Institute.
- 9.2. Recordings made by lecturers for learning and teaching purposes should be stored, delivered, and arrangements for retention reviewed in line with the appropriate data protection requirements and the Institute's Staff Data Protection Policy & Retention Schedule.
- 9.3. Normally, the upload of online teaching to the VLE should occur as soon as possible following the recording taking place. Any delays to upload need to be considered alongside requirements set out within the Equality Act and/or in discussion with the students concerned.
- 9.4. When a lecturer leaves the employment of the Institute, they may request that their recordings are no longer used by the Institute. In such cases, the recordings will be removed in their entirety following any final assessments relating to the module(s) being studied by their students.

10. Editing & Takedown of Recordings

- 10.1. Recordings will be made available to students as soon as possible; however, the lecturer may edit the recording, for example if sensitive material has been inadvertently captured. In such circumstances, the lecturer will make the edited recording available to students within 72 hours.



10.2. If anyone becomes aware that defamatory, infringing, or inaccurate material is included in a recording, or of any other reason why it would be expedient for the Institute to recall or edit a recording, they must contact the Digital Learning Team immediately via local IT support.

11. Student Recordings of Learning & Teaching Sessions

11.1. Students are permitted to record teaching sessions or take still photographs of material resources during learning and teaching sessions but must notify the lecturer leading the session before doing so. This is subject to the following conditions:

- a. If asked, students should inform others that they are recording the session.
- b. No photographs of staff or other students in the session are permitted.
- c. Students must use their own equipment and recording devices must be kept with the student at all, unless required for special educational needs.
- d. The lecturer may indicate that the session or part of it should not be recorded for good reason, such as:
 - It contains confidential or personal information.
 - It contains material that is commercially or politically sensitive.
 - Other than for assessment purposes, it requires significant contribution by a student who has asked for recordings not to be made.
 - It is delivered by a visitor to the Institute who has not expressly given their consent to be recorded.
 - The material covered in online teaching may make recording inappropriate (see section 10.2).

11.2. It is the responsibility of the lecturer to inform students that a session or part of it should not be recorded.

11.3. Students should only use recordings for educational purposes and should not alter or amend, share, publish, or otherwise make the recording available in whole or in part to any other person, other than for transcription purposes.

11.4. Recordings made by students will include the personal data of the lecturer delivering the teaching and the personal data of any students captured in the recording. To protect the personal information of those captured, the student must only use the recording for the purpose set out in 11.3 above.

11.5. Details of any instances where a lecturer refuses permission to a student wishing to record a teaching session may be brought to the attention of the college academic team, who will decide whether the reasons for refusal are valid.

12. Breach of this Policy

12.1. Inappropriate recordings and/or use of recordings will be subject to the Institute's staff or student disciplinary proceedings and, where a breach has taken place, there may be an investigation to assess whether a breach of data protection law has occurred.