

Video and Audio Recording and Sharing of Teaching Sessions

Policy Statement

For the purpose of this statement, references to recording apply equally to video and audio recordings of teaching sessions, and equally to the recording of whole sessions and parts of sessions.

A. The Congregational Institute for Practical Theology

The Congregational Institute for Practical Theology (CIPT) does not, as a matter of policy, record the teaching sessions which are delivered and shared at the residential teaching weekends for the Foundation Degree Practical Theology (often referred to internally as the Training Course).

This is for a number of reasons.

1. The Training Course is not simply an academic course in theology; it is a formational course, and although it is openly inclusive of those who wish to undertake it for personal reasons of faith development, it serves as the ministerial training course for all those who are aiming for accreditation in ministry with the Congregational Federation.

This means that students and tutors alike are encouraged to share aspects of their personal journeys of faith and calling with one another. Pastorally and personally relevant and sensitive issues can and do arise in sessions, whether in modules directly relevant to ministries of different kinds or in modules that in other institutions and courses might be considered to be purely academic. Having sessions recorded would change the dynamic entirely, being inhibitive for many students and tutors.

2. It is a requirement of the validating body for the Training Course that students attend the residential teaching sessions. These sessions constitute the required minimum of class contact hours which students must honour in order to meet the approved standards for any university degree programme. This means that students would not satisfy the requirements of the Training Course if they wished to access the teaching sessions online, whether during the respective weekend or at another time that they would prefer.

Therefore, we do not allow students to miss the weekends and/or their constitutive teaching sessions, stating that they can catch up on sessions if they are recorded for them, without a significant extenuating circumstance.

3. For the above two reasons, the Training Course was set up as a residential course, and we remain committed to this.

During the months of national and regional lockdowns CIPT reorganised the delivery of the Training Course so that we could continue in spite of the impossibility of traveling and meeting in person. For several consecutive weekends we arranged for our sessions to be delivered via MS Teams. This decision needed and received approval from the validating university, given that this was an unprecedented crisis that affected all teaching institutions in the country. It was a concession which is not being continued.

As a result of the position set out above, CIPT does not have the equipment or infrastructure to record teaching sessions.

B. Personal Recordings by Participating Students

1. It is the general position of CIPT not to allow the recording of any teaching session for the personal benefit of a participating student who brings with them the necessary equipment. This is because such recording will also inhibit the contributions made by students and tutors. Students can seek clarification on any point directly with the tutor or another participating student after the session.
2. There is an exception to this general position that relates specifically to those with a disclosed disability which can be addressed, at least in part, by the use of assistive technology that translates audio into a Word document. We are committed to supporting students for whom this would be a real benefit. The software uses an external, directional microphone which is oriented to the tutor(s) in the session, and there is no recording of the words apart from the text of the document.

However, even in this circumstance, we will inform all those participating in the session beforehand.

C. Recordings on behalf of Students Unable to Be Present

Occasionally, a student may be unable to attend a residential weekend for an unexpected medical or related reason, either involving themselves or someone for whom they are a carer. In these circumstances, though it is not guaranteed that this will be approved, it is possible to consider recording sessions at a residential weekend.

The following will be required as conditions to allow such recording.

- The Director of Studies will need to receive evidence of the nature of the situation which is being claimed as the reason for non-attendance at any weekend or any of its sessions.
- There will need to be sufficient time to try to arrange for someone to record the relevant session(s). This cannot be guaranteed.
- Before any session may be recorded, we will need to ask for and receive the express consent of *everyone* who is participating in that session. We will also need to confirm at the end of the session that *all* the participants still give their consent to it being shared.
- Any such recordings will be posted on a secure YouTube channel, and the link and password will only be shared among those who were eligible to be present. We will require *all* the participants to guarantee that they will not share the link or password with anyone else.

D. Release Form for Giving Informed Consent

In relation to section C above, there is a release form which must be distributed at the start and collected at the close of any session for which there has been a request to have it recorded. A copy of the form is attached at the end of this statement for ease of review.

This recording will be held in the manner detailed above for three months following the graduation or withdrawal from the course of all students listed above. Details of the wider GDPR policy and other related matters can be obtained from the Congregational Federation Data Controller.

Process

Where possible, the names of the tutors and students tutor and students will be pre-populated for the start of the session.

Where this is not possible, names should be added by hand at the beginning of the session.

All present need to be made aware that the session may be recorded if permission is given by all and that the recording will only be kept for sharing if all agree to this at the close of the session.

Signatures should only be collected at the end of the session, giving everyone an opportunity to delete their signature. If not all the signatures are given, the recording cannot be posted and will be deleted.

Data Controller Details

Mr Gary Baker, 8 Castle Gate, Nottingham, NG1 7AS