Tarbiyyah Global Academy
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RECORDING OF LIVE LESSONS AND USE OF IMAGES POLICY

Why lessons are recorded, who can see recordings, and how long they are kept

ACADEMIC YEAR 2026 – 2027

Policy name	Recording of Live Lessons and Use of Images Policy 2026–2027
Applies to	All pupils, parents, staff, trustees and volunteers of Tarbiyyah Global Academy
Policy owner	Data Protection Officer and Designated Safeguarding Lead
Approved by	Ustadh Abu Zayn Haneef Sandhar, Headteacher
Agreed with	The Chair of Trustees, Tarbiyyah Education Trust
Date of issue	1 September 2026 (version 1.1)
Next review due by	31 August 2027
Basis	New policy for online provision
Read alongside	Data Protection Policy; Child Protection and Safeguarding Policy; Online Safety and Acceptable Use Policy; Live Lesson Protocols
Availability	Published on the Academy website and Parent Portal. Available in large print or another accessible format on request.

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1. Purpose

In a physical school, safeguarding is supported by open classrooms, corridors and, in some schools, CCTV. In an online school, the equivalent protection is the recording of live lessons. This policy explains why the Academy records lessons, the lawful basis for doing so, who may access recordings, and how long they are kept. It also covers photographs and video of pupils used for other purposes.

2. What is Recorded

- All live lessons, form times, assemblies, intervention sessions and clubs held on the Academy's live-lesson platform (currently Microsoft Teams), joined from the Student Portal.
- All one-to-one sessions between a member of staff and a pupil, unless the DSL has authorised otherwise for a specific safeguarding reason, which is recorded.
- Lesson chat, which is retained by the platform. Parents' meetings are not routinely recorded; if a recording is needed, all participants are told at the start.

3. Why Lessons are Recorded

Purpose	Explanation
Safeguarding	To protect pupils and staff, provide evidence if a concern or allegation arises, and deter inappropriate behaviour
Behaviour and complaints	To establish facts when an incident or complaint needs investigating
Quality assurance	To support senior leaders in monitoring teaching and planning staff development
Learning support	Where agreed, to allow a pupil who missed a lesson through illness or an approved reason to catch up, or as a reasonable adjustment for a pupil with SEND

4. Lawful Basis

The Academy processes lesson recordings under Article 6(1)(e) of the UK GDPR (a task carried out in the public interest — the provision of education and safeguarding of children) and, where applicable, Article 6(1)(f) (legitimate interests). Where recordings may reveal special category data, the Academy relies on the substantial public interest condition for safeguarding of children, under Schedule 1 of the Data Protection Act 2018. Families are told about recording in the privacy notice on the Academy website and at enrolment, and a notice appears at the start of every recorded lesson.

5. Who Can Access Recordings

Person	Access
Designated Safeguarding Lead and deputies	Any recording, for safeguarding purposes
Headteacher and senior leaders	For safeguarding, behaviour, complaints or quality assurance
Data Protection Officer	To manage requests and retention
The teacher who led the lesson	Their own lessons, for reflection and planning
Pupils	Only where a recording has been deliberately shared as a learning resource, with other pupils' images removed or limited where appropriate

Person	Access
Parents	Not routinely. Parents may make a subject access request for recordings of their own child; other pupils' data will be redacted or withheld as the law requires
External agencies	Police, children's social care or the local authority, where required for a safeguarding matter or by law

Every access to a recording for safeguarding, behaviour or complaint purposes is logged.

6. Retention

Recording type	Retention
Routine lesson recordings	Deleted after one academic year from the date of recording
Recordings shared as learning resources	Until the end of the academic year in which they are shared
Recordings relevant to a safeguarding concern, allegation, complaint or legal claim	Kept securely until the matter is resolved and then in line with the retention period for that record

Deletion is carried out by the Digital Lead and confirmed to the Data Protection Officer.

7. Pupils and Parents Must Not Record

Pupils and parents must not record, photograph, screenshot or livestream any lesson, member of staff or pupil. Doing so breaches the privacy of others and is managed under the Behaviour and Online Conduct Policy. Posting such material online is treated as a serious breach and may be a safeguarding matter.

8. Photographs and Video for Other Purposes

The Academy may wish to use images or video of pupils in the prospectus, on the website, on social media or in celebration events. We will:

- seek separate, specific, written consent from parents (and from pupils aged 13 and over) for each type of use;
- never publish a pupil's full name alongside their image;
- never use images of pupils who are looked-after, adopted or subject to a safeguarding concern without the DSL's agreement;
- allow consent to be withdrawn at any time, after which the image will not be used in new materials. Lesson recordings are never used for marketing.

9. Monitoring and Review

This policy is reviewed annually by the Data Protection Officer and DSL and approved by the Headteacher. It is also reviewed if the Academy changes platform.

Approved by: Ustadh Abu Zayn Haneef Sandhar, Headteacher · Next review due: 31 August 2027 · Tarbiyyah Global Academy · A specialist education, rooted in faith