



Malbank School & Sixth Form College

Virtual Lesson Observation and CPD Recordings Policy (Draft)

2025-2026

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Virtual Lesson Observation and CPD Recordings Policy (Draft) - 2025-2026

Date Issued: November 2025

Review Cycle: Annual

Next Review: November 2026

1. Rationale

At **Malbank School and Sixth Form College**, we are committed to fostering a culture of continuous professional development (CPD) and reflective practice. One of the most effective ways to support this is through peer observation and the sharing of good practice. However, the logistical challenge of releasing staff from lessons to observe colleagues—particularly the impact on student learning due to the need for cover—makes this difficult to implement at scale.

To address this, we are introducing a flexible, time-efficient approach: **the recording of lessons for CPD purposes**. This will allow staff to:

- Observe high-quality teaching practices at a time that suits their schedule.
- Reflect on their own teaching by reviewing recorded lessons.
- Receive constructive feedback from peers in a supportive, developmental context.

2. Purpose and Use of Recordings

Lesson recordings will be used exclusively for:

- **Peer observation and feedback.**
- **Self-reflection and professional development.**
- **Sharing examples of effective practice** within the staff body.

This approach ensures that CPD is accessible, non-disruptive to student learning, and tailored to individual development needs.

3. Recording Platform and Data Protection

All recordings will be made using the **Steplab Record app**, which is fully compliant with data protection standards. The footage will be:

- Recording of lessons will only take place on school devices such as camera enabled laptops or iPads. **Staff personal devices will never be used.**
- **Accessible only to authorised staff** for CPD purposes.
- **Not shared publicly** or used in any external forums or promotional materials.

The use of lesson footage falls under the school's existing **permissions protocols for student photo and video use**, and aligns with our **General Data Protection Regulation (GDPR)** practices.

4. Staff and Student Consent

- Staff participating in recordings will be informed in advance and may choose which lessons to record.
- Students and parents will be reminded of the school's media permissions policy, which includes the use of video for internal CPD purposes only.

- No footage will be used beyond the scope of internal professional development without explicit consent.

5. Implementation and Review

This policy will be reviewed annually to ensure it remains effective, ethical, and aligned with best practice in professional development and data protection.

Signed by:

A handwritten signature in black ink, consisting of a stylized initial 'H' followed by a series of connected loops and a horizontal line ending in a small dot.

Headteacher

Chair of Governors

To be Ratified at FBG - November 2025