

observation classroom policy

introduction

Ballarat & Clarendon College is implementing this policy to ensure that students, parents or guardians and staff are aware of how the College uses and discloses the information collected in the College's observation classrooms. This policy also sets out the obligations of staff in relation to their use of recordings and the requirement to discharge the duty of care to school students.

policy

From time to time, certain classes will be held in the observation classroom. The observation classroom is a dedicated classroom that contains video recording equipment and has been set up to enable particular lessons to be videorecorded. Lessons held in the observation classroom may (but will not necessarily) be videorecorded. In consultation with their performance manager, teachers may nominate which of their classes will be videorecorded. Generally, students will not be advised as to whether a class held in an observation classroom is being recorded.

The staff as a whole have agreed that the performance management process includes the videorecording of at least two of their classes every year, and the on-going practice has demonstrated staff commitment to the process. The College video-records classes for the primary purpose of reflecting on and developing class room practices through the professional development process of the College's teaching staff. (Refer to section 9.2 of the staff handbook).

In some circumstances, the College may use the information collected in the recordings for other purposes and it may disclose this information to external individuals or organisations. (Refer to the Colleges' Privacy Policy for more information.)

The College may provide staff with a copy (either on video cassette or CD-rom) of a recorded class/es. Staff must follow the following guidelines in relation to such copies:

- The copy must be used only for purposes directly connected with the professional development of College staff.
- Staff must not make, or allow any person who is not a College staff member to have access to, or to make a copy of, that recording.
- The recording must not be viewed in public or in a manner that would enable any person who is not a College staff member to view it.
- All copies must be returned to the College's Head of Professional Development no later than the end of the school year or within six months (which ever is sooner) in which the recording was made.
- In the event that a staff member misplaces a copy of a recording, they should immediately notify the Head of Professional Development.

If on observation or review of a recorded class a member of staff or teacher becomes aware of student behavioural issues which raise a student safety or care concern, the member of staff or teacher must appropriately act.

In light of what might be observed or heard via an observation classroom, members of staff and teachers must affirmatively act to take reasonable steps to prevent reasonably foreseeable risks of injury to students. For management of student welfare issues generally, the school counsellors may, at their sole discretion, choose to observe classes held in an observation classroom.

Supporting Documentation:	Professional Development Policy Privacy Policy Staff Handbook
Point of Contact:	Deputy Principal
Responsibility of:	Principal
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