

SA.28 VIDEO / AUDIO RECORDING ON COUNSELLING PRACTICUM

APPROVED BY	ACADEMIC BOARD	VERSION	2015 v2
REVIEW STAKEHOLDERS	▪ DEAN	Last reviewed	2015
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PURPOSE	This policy will guide how students go about informing and seeking consent for the recording of clients and how these are handled.		

1 RATIONALE

Counselling practicums frequently require the video/audio recording of interviews for professional development with supervisors, educators or peer reviews. A policy is needed to ensure the principles of informed consent and client confidentiality are honoured.

2 PURPOSE

This policy will guide how students go about informing and seeking consent for the recording of clients and how these are handled.

3 POLICY

1. Any recording of clients for viewing or hearing by any other person needs the written authority of the client, using the **Client Consent for Video Recording form**. Such signing should follow a brief explanation to the client of the purpose of the recording and the extent of its use.
2. Any recording of children or young people should occur in line with the policy or directive of the host school or agency.
3. Any child under the age of 16 approached for recording can give consent in their own right should they be deemed as capable to do so, or give consent for their parent or guardian to be notified and their written agreement obtained.
4. Any minor in care or state custody should give consent in their own right, should they be deemed as capable to do so, and give consent for their caseworker to be notified and their written agreement obtained.
5. No person should be recorded where it is known that any legal process has begun or is imminent.
6. No identifying details shall be shown or disclosed to those viewing or hearing the recording, other than those disclosed by the client themselves.
7. The client shall have the power to withdraw their permission at any time for the recording to be used for future review.
8. The student concerned shall take all reasonable steps to ensure the recording is stored securely and deleted / destroyed once the course has been completed. The Practicum Co-ordinator shall inform students of this requirement annually.
9. Any uncertainties about these guidelines should be discussed with the Practicum Co-ordinator before taking action.