

# Recording of Meetings Statement

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Manorfield Church of England primary school and Embrace Multi Academy Trust does not permit or consent to the recording of any meeting, without the express agreement of all of attendees. Such agreement will be withheld in the majority of circumstances, unless a meeting needs to be recorded on medical or health grounds, which will be considered in line with our overall Equality obligations.

Please note that should any meeting be recorded without consent or express agreement, future use or sharing will be subject to legal action and challenge. If any member of staff becomes aware that a meeting is being recorded without consent, the meeting will be terminated and future communication may then be restricted to email or letters, except for emergency issues.

If you feel that there is a reason why a meeting should be recorded, please contact Lauren Roach via the school to discuss this and enable the school/trust to make an informed decision.