

Protocol for Audio-taping or Video Recording a Session with a Student.

In order to assess the skills of students undergoing training in counselling or helping skills, an audio or video recording of a live session involving a student might be required. To ensure the ethical use and secure storage of audio/video tapes, the following protocol has been developed.

During induction, at the start of the Counselling programme, all students will be introduced to the principles of confidentiality and informed consent, and made aware of the following protocol and their obligations within it. All students will be asked to sign a form stating that they understand and will abide by the principles of confidentiality and informed consent (**appendix 1**).

Information for students acting as clients or helpees within a session.

The student acting as a client or helpee will be given both verbal and written information regarding the purpose of the assessment and the reason for audio/video recording the session.

This will include the following information:

- Apart from the student acting as a client or helpee, memory cards, discs or USB memory sticks will only be viewed by the practicing student, the skills tutors and external examiners. No other individual will have access to the memory cards, discs or USB memory sticks or their contents.
- Following the completion of the academic assessment process the memory cards, discs or USB memory sticks will be erased of any content by the skills tutors.

Consent from the student/helpee

Informed consent, both written and verbal must be obtained from the student who is acting as the client or the helpee within a live session. This must be retained by the module leader. If the memory card, disc or USB stick is submitted for assessment, a copy of the consent must be included along with the card/disc/stick.

At the beginning of the audio/video recorded session, the student will ask for consent from the student acting as client or helpee and seek clarification that the purposes of recording have been fully explained and understood. This verbal informed consent must be **clearly audible** at the beginning of the taped session. If this does not happen the card/disc/stick will be ineligible for assessment and the student may be subject to the School Specific Regulations Relating to Fitness to Practice.

Ownership and Storage of Memory Cards, Discs and USB Sticks

Cards/Discs and USB sticks of sessions with live sessions on them, will be the responsibility of the individual student. These will be stored in a locked area within the School of Psychology and