

St. Margaret's Anfield Church of England Primary School

Jesus said, "Love one another as I have loved you" (John 13:34).
Therefore, by faith and work, be the change you want to see.

With God, all things are possible.



Podcast Policy

C.Feeley

Date	Action	Review Date
December 2025	Adopted by FGB	Dec 2026

1. Purpose

This policy sets out the principles and procedures for podcasting at SMA. It ensures that any audio content created and shared by pupils and staff is:

- Safe, responsible, and respectful.
- In line with safeguarding and data protection legislation.
- Educationally valuable and representative of the school's ethos.
- Published and distributed in a way that protects all individuals and the school community.

2. Scope

This policy applies to:

- All pupils and staff involved in podcasting activities.
- Any audio recordings made on school premises or as part of school activities.
- Podcasts published on school-controlled platforms or third-party services approved by the school.

3. Definitions

- **Podcast:** A digital audio recording distributed online or via streaming platforms for educational or informational purposes.
- **Publishing:** Making the podcast accessible to audiences beyond the school community.
- **School Podcasting Platforms:** Official school website, approved podcast hosting services (e.g., school-managed account on Spotify, Apple Podcasts, or school-managed cloud).

4. Educational Aims

Podcasting at SMA will:

- Support the computing curriculum and digital literacy.
- Develop pupils' speaking and listening skills.
- Promote creativity, collaboration, and critical thinking.
- Celebrate learning and school life.

5. Consent and Safeguarding

- **Parental Consent:** A child's voice or name must not be included in any podcast episode if not agreed by parents upon admission, in accordance with the [Acceptable Use Policy](#).
- **Use of Names:** Pupils will be referred to by first name only or a pseudonym, depending on parental preferences and safeguarding considerations.
- **Personal Information:** No personal details (addresses, contact info, identifying information) will be shared in podcasts.
- **Monitoring:** All podcasts must be checked and approved by a member of staff (e.g. Computing Lead or member of SLT) before publishing.
- **Safeguarding:** Any content must comply with Keeping Children Safe in Education guidance and the school's Safeguarding Policy.

6. Content Guidelines

- All content must be appropriate, respectful, and educational.
- Pupils must follow the school's [E-Safety](#) and [Acceptable Use](#) Policies.
- No copyrighted music, sound effects, or clips will be used without appropriate permission or use of royalty-free/licensed content.
- Staff will support pupils in scriptwriting, planning, and recording to ensure quality and compliance.

7. Platforms and Distribution

- Podcasts will be published only on approved platforms controlled by the school or where school accounts have administrative access.
- Staff will ensure privacy settings and content moderation tools are enabled.
- Where third-party services are used, their terms of service and data processing agreements will be checked for compliance with UK GDPR.
- The school reserves the right to remove or archive episodes at any time.

8. Roles and Responsibilities

- **Computing Lead:** Oversees podcasting programme, ensures compliance, trains staff/pupils, approves content.
- **Staff:** Support pupils, co-create content, follow this policy.
- **Pupils:** Participate responsibly, respect recording guidelines, and follow online safety rules.
- **SLT:** Ensure resourcing, legal compliance, and alignment with school values.

9. Data Protection

- Audio files containing pupil voices are considered personal data and must be stored securely in line with the school's Data Protection Policy.
- Recordings will be retained only as long as necessary and archived or deleted in accordance with retention schedules.
- Any data breach will be reported in line with the school's Data Protection and Safeguarding procedures.

10. Copyright and Intellectual Property

- Pupil work remains their intellectual property; however, the school retains the right to host and distribute content created under school supervision.
- Staff must ensure any third-party content used complies with copyright and licensing law.
- Royalty-free or Creative Commons-licensed audio must be attributed appropriately.

11. Training and Support

- Pupils and staff will receive guidance on safe and responsible podcasting.
- Digital literacy, online safety, and copyright awareness will be embedded in podcasting activities.
- Staff will have access to guidance on using approved platforms.

12. Breaches of Policy

- Any breaches of this policy will be addressed in line with the school's behaviour, staff discipline, or safeguarding procedures.
- Inappropriate content will be removed immediately.
- Repeated or serious breaches may result in suspension of podcasting privileges.

13. Review and Evaluation

This policy will be reviewed annually by the Computing Lead, in conjunction with the DSL, to ensure it remains current with legislation, technology, and best practice.