

Saxilby Church of England School

Phone Call Recording Policy

February 2022

Our telephone recording system will record and store phone calls from the start of the current term. On the first day of the new term all calls will be deleted.

Calls will be used for quality assurance and training purposes.

There is a message on the phone system informing callers of this.

The information is shared on the school website via this policy and shared in newsletters.

February 2022