

Guidance for Respect members about recording groups

- **You must record all group work** with men on programmes to address their violent and abusive behaviour. This is a requirement of the Standard and is a vital tool for assessors. You do not have to record group work with survivors. If you are working individually with a man who cannot be admitted to the group for a particular reason such as language barrier, this work should also be recorded.
- Recording groups allows you to **monitor and review** the model of work and how it is delivered. This is a valuable tool for supervision and for professional development. The Standard requires that someone in the organisation should be viewing a sample of recordings regularly to ensure that all facilitators get adequate feedback about their performance and a chance to review this with the person who has watched the recordings. In many organisations this person will be called a **Treatment Manager**. If you do not have a Treatment Manager you will need to ensure that a suitably qualified and experienced member of staff is allocated the task of reviewing a sample of the recordings and discussing them with facilitators.
- **Recordings must be audible and visible.** The format should allow them to be watched on a **computer DVD player or home DVD player**. Please check that the recording facilities work and that words can be heard and body language viewed adequately. The camera and microphone should be placed where as much of the room as possible can be seen and heard. All the men and the facilitators should be visible and audible.
- **Your confidentiality policy** with the men will need to be amended in order to allow for recording to take place. You will need to add in something like: *“all group work will be recorded for the purposes of monitoring, supervision, training and assessment only. Recordings will be kept securely stored within the organisation and will not be viewed by anyone except for the purposes specified above.”*
- If you are starting to record the group with men who have already started and signed a confidentiality form which does not contain anything like this, you will need to check what your confidentiality policy states and decide if you need to ask the men to sign an additional section in order to obtain their consent to recording.
- You may want or need to stress with the men that the purposes are strictly those listed.
- **Please check that you can copy the film to a format such as DVD** or a removable hard drive quickly and easily. Allocate a member of staff to make sure that this is done weekly and that the copies are stored securely.
- **Recordings should be dated**, with the initials of the facilitators on them.