



ESSENTIAL RECORDING CHECKLIST

Before Recording

Make sure you mention the possibility of making a recording at the initial meeting and contracting. See how they feel about this.

If they say no, then do not ask again. Asking a client halfway through therapy may make them feel obligated to you, which impacts on the ethical principal of autonomy.

Contract

Your contract should reflect the ability for the client to fully understand their rights, and be able to give informed consent.

It should also include:

1. What the recording will be used for
2. Who will hear it (peers, tutors, moderator from the awarding body)
3. How it will be stored
4. When it will be deleted or destroyed
5. The right for the client to change their mind

Best Recording Practice

1. Make sure your recorder is charged up or has fresh batteries before using it.
2. Test the recorder out first. Try it with a friend or a peer before using it with clients.
3. Be careful not to place the recorder near an air conditioning unit, fan or mechanical clock as you may get background noise.

Other Considerations

Buy a dedicated voice recorder. Do not be tempted to use your mobile phone.

Using a mobile phone can be risky because:

1. It may ring halfway through the session.
2. Anything that is directly connected to the internet has the potential to be compromised (hacked).
3. You may inadvertently share the recording on a social media platform.
4. Most phones back up their contents to the cloud. This could be problematic as you are sharing the recording with a third party.
5. The sound quality is generally poor.