

Live-Streaming Section for the Saffron Walden PCC Safeguarding Guidelines

Adopted at the PCC Meeting on 15 June 2022

Live-Streaming of Services

St Mary's has the capability to stream services held in the church over the internet, a 3-camera system was installed in the church in late August 2020. The system allows a service to be live-streamed to the internet and to be recorded for viewing later 'on demand'.

The following procedures should be in place to ensure that the congregations at these services are aware that the service is being live-streamed and to allow those who do not wish to be captured by the cameras to take appropriate action.

- When a service is being live-streamed a notice will be displayed at the west and south door.
- That the service is being live-streamed should be mentioned, e.g. by welcoming those joining on-line, at the start of the service.
- The cameras will mainly focus on the clergy or worship leaders during the service. Unless we have prior permission, the cameras will only capture views of the backs of some of the people in the congregation.
- Clergy and service leaders will be asked to confirm that they give permission to be live-streamed.
- The cameras have been set up so that the back pews in the nave and the pews in the north and south aisles are excluded from video capture. Wardens or welcomers will signpost anyone who does not wish to be on camera to these seats.
- Readers and Intercessors should be prepared to be captured on video and will be asked by the Parish Administrator to confirm that they are happy with this when joining the rota.
- Choir members, including under-18s, will be requested to give their permission to be captured on camera, a front view of them will be live-streamed. For under-18s, this can be done using the consent form which is completed by their parents or guardians. Adult members of the choir should also be asked to give their permission.
- Anyone else participating in the service in a way which means that they will be captured on the video will be asked to give their permission ahead of the service. Permission for under-18s will be requested from their parents or guardians.
- The live-streaming team member operating the cameras at any service will take care to avoid capturing a front view of under-18s on camera except those for whom permission has already been obtained, e.g. by careful selection of the camera views.
- The distribution of communion will not be filmed, the camera will focus on a 'park' view, e.g. the East window, at that point in the service. The live-stream will capture the sound of the choir singing during the distribution of communion, e.g. the communion hymn.
- Family Services will not be streamed.
- In other 10am services, the Team JC feedback during the service will not be filmed, the camera will focus on a 'park' view and the live-stream will continue with sound only during the Team JC presentation.
- Live-streaming at regular services will be available to view 'on demand' after the service. They will be streamed as 'public' videos which can be viewed by anyone who goes to the St Mary's live-stream channel.

- **Funerals:** Requests to live-stream a funeral or memorial service will be dealt with through the usual booking process for funerals and the live-stream link will be provided to the family to send to those viewing remotely. The live-streams for funerals are set up so that they can be viewed only by those who are sent the web-link to the live-stream, i.e. they are 'unlisted', unless the family requests it to be more widely available, i.e. 'public'.
- **Weddings:** Requests to live-stream a wedding will be dealt with through the usual booking process and the live-stream link will be provided to the couple to send to those viewing remotely. The live-stream will be 'unlisted', unless the couple requests it to be more widely available, i.e. 'public'.
- **Baptisms in Regular Services:** Permission to live-stream baptisms in the 10am services will be dealt with through the usual booking process. Under-18s in the baptism party will be captured on camera if this permission is given. If permission has not been given, the Live-Streaming Team Leader will be informed and they will inform the team member operating the cameras who will focus on a 'park' view throughout the baptism. The baptism will still be heard on the live-stream.
- **Baptisms outside of Regular services:** Requests to live-stream a baptism outside of a regular service using our cameras will be dealt with through the usual booking process and the live-stream link will be provided to the family to send to those viewing remotely. The live-stream will be 'unlisted', unless the family requests it to be more widely available, i.e. 'public'. The member of the clergy leading the service can decide that the family live-stream from their 'phone or computer 'tablet' in which case the family are responsible for who is captured on video and how this video is stored and shared afterwards.
- Information in this section of the guidelines will be made available on the church website so that anyone attending a service, e.g. as a visitor or for the first time, can familiarise themselves with our procedures in advance should they wish to do so.
- The team who operate the live-streaming will be trained on the use of the cameras and the sound system and on these guidelines by the Live-Streaming Team Leader.
- The live-streaming team is likely to have members under 18. Adult members of the team must be recruited using safe recruitment procedures.