

ST JOHN THE BAPTIST, WESTBOURNE AND WOODMANCOTE CHURCH

STREAMING AND VIDEO RECORDING PROCEDURE

1 GENERAL

St John the Baptist, Westbourne, Church has equipment in place to film and record services.

If the celebrant is alone, with no congregation, there are generally no data or safeguarding problems.

If a congregation is present, and the service is to be live streamed or recorded for others to participate in or watch later, there are a number of **safeguarding** and **data protection** issues to be taken into consideration. It will be hard to control who sees images streamed or recorded for broadcast and children and vulnerable adults must be protected. Data must be protected and this includes images of attending members of the congregation.

Sidespersons will ensure that signage will be put out at entrances to the building to let the congregation know when filming is happening and that the chapel area is out of view, and that consent will be presumed (see 5.1).

Live stream will be posted on YouTube or other social media platforms and will be taken down four weeks after the service. Links to the streaming will be made available on the Website and pew sheets circulated to church members and others attending a live service.

2 SAFEGUARDING

- 2.1 The area filmed will cover the high altar, pulpit and lectern and the backs of those seated in the front middle pews.
- 2.2 The North side chapel area will not be in view on the stream, this will be indicated on the signs for those wishing to avoid being filmed. Communion can be brought to anyone wishing to avoid being filmed, provided they advise the sidesperson on arrival, or Communion received in the Chapel (when offered).
- 2.3 There may be members of the congregation who prefer to attend in privacy. They may not wish their whereabouts to become known to an abuser for instance.
- 2.4 Relaying or recording sound only is unlikely to cause an issue as individuals will not normally be identifiable.

3 DATA PROTECTION

- 3.1 For services which are to be streamed or recorded, a notice must be clearly visible at the entrance to the church, informing the congregation that the service is to be live-streamed or film recorded and advising them of seating areas which will NOT be filmed, if they do not wish to be identifiable during the service. So long as this advance warning is given (and also on the website/ social media too) and the notice includes a statement that they will be presumed to have given consent if they attend the service after seeing the notice, written consent is not needed. The content of the sign is at 5.1.
- 3.2 **Announce that the service is being live-streamed/ filmed before the start of the service.**

4 STREAMING/FILMING OF OTHER SERVICES

4.1 Streaming/filming of weddings, funerals or other services may be agreed at the discretion of the Rector or Minister conducting the service, and financial payment may be required.

5 SIGNAGE

5.1

This Service is being live streamed

Your consent to being filmed is presumed
The Chapel area will not be visible on screen

If you would like Communion brought to you, please tell the person welcoming you at the entrance.

6 DOCUMENT REVIEW

Every three years.

7 REVISION HISTORY

REVISION	DATE	DETAILS	BY
Rev 1	02.05.21	Extracted from Salisbury Diocese guidance	ST
Rev 2	13.09.21	Amended and approved by PCC 22.09.21	JS
Rev 3	22.11.21	Updated	JS
Rev 4	18.03.23	Updated	MK/ST
Rev 5	22.03.23	Reviewed and approved	PCC