

# Romford

## BAPTIST CHURCH

### **Guidelines for Recording and Livestreaming Services and Events**

## **Aims**

We recognise the significant advantages of making church services accessible to a broader audience, both within the conventional church community and beyond. However, there are aspects of church life that may need some additional consideration when church is taken beyond its own four walls.

As you think about live streaming in your own church you will want to think about:

- Ensuring that children or young people are safeguarded whilst a service or event is being livestreamed.
- Consent will be assumed unless stated otherwise by the parent or guardian.
- Consent for adults will also be assumed.
- Ensuring you are operating to the highest standards of best practice as an act of worship and service to God and the wider community.

## **What do we mean by “recorded” or “livestreamed”?**

When we refer to church services being recorded this specifically refers to a planned visual recording of a service. This will enable a user to view an event live.

## **A checklist to help with applying safeguarding principles to services broadcast online**

The following safeguarding checklist will help us prepare for church activities which we are planning to broadcast online.

### **Live Streaming Safeguarding Checklist**

#### **Assessing risk**

In preparing to livestream or broadcast a service or activity it is important that a risk assessment is completed which considers the following safeguarding points alongside the general health and safety risk assessment:

- Who is going to be involved in the service?
  - Are there going to be children taking part in the service or do you call the children to the front of church for the children’s talk?
  - What is the make-up of your congregation – are you aware of any additional vulnerabilities that might make it hard for some church members to attend a service because it is being filmed. (For example are you specifically aware of children who are adopted or in foster care, people seeking asylum or survivors of domestic abuse?)
- What are the practical issues that you need to consider when preparing to live stream or broadcast the service?
- Are the no-filming areas clearly marked. In Romford Baptist Church the no filming area is the left back area under the balcony facing the front.
  - What needs to be done to ensure that everyone attending in person is aware that a service or activity is being filmed and broadcast?

## **What the camera(s) see?**

- Identify the area(s) that will be covered by the camera(s).
- Ideally you want the camera to focus only on activity taking place on the platform/stage and not show images from beyond the left and right edges of the stage.
- Ensure that you have areas that can be easily identified within the church as places to sit which are not covered by the camera(s). This can be done with signs placed at the demarcation points.

## **Protecting children**

- Where there are children or young people who should not be shown, or adults who do not wish to be shown, they should be encouraged to sit at the sides of the church, or beyond the camera recording zone, to ensure that they are not going to be on camera accidentally. (There may be some who would have the back of their head shown because of the position of the camera and where they sit).
- Permission will be assumed unless stated otherwise, in which case children and young people will not be livestreamed or recorded and later 'broadcast' on your website or social media.
- Posters informing those attending that the service is being livestreamed or recorded for later broadcast should be placed within the foyer of the church.
- In addition, a slide to this effect could be added to the introductory PowerPoint which is displayed before the service. (That slide could also contain a reminder if the church has a policy not to allow photographs or videos to be taken in the service).

## **Using Zoom to broadcast services**

Where a service is livestreamed on Zoom the church should ensure that there is an identified Zoom host who will be monitoring the livestream and the "chat box" throughout the service. They will also be responsible for ensuring that the following guidelines are adhered to:

All attendees should:

- Ensure that their camera is on at all times.
- Ensure that their username is their full real/known name, i.e. not a technical/computer name, nickname/joke name, or just their Christian name.
- Any unknown people should be asked for more information about their attendance online.
- Whilst we wish to maintain a welcoming ethos in all churches, whether people are attending in person or online, anyone who refuses to comply with the above requests, or fails to satisfy the Zoom host of their bona fide interest should be removed from the Zoom meeting.
- The Zoom host should regularly remind those online that if they have concerns, they can share them with the host and they will pass on safeguarding concerns to the Designated Person for Safeguarding.

## **Intercessions and Prayers**

It is important to think about the appropriateness of streaming different parts of the service online. A time of reflection and intercession for the church and for the world seems a significant part of the service that all can engage with and benefit from. However, consider the information that will be broadcast at this time.

- Remember that livestreaming or making a recording available online mean that people will be accessing the service who are not necessarily known to the church.
- Bear in mind confidentiality and avoid sharing things about individuals without their express consent, even for the purposes of prayer or intercession.
- Consider that even sharing details of a mission partner's work in another country could, in some situations increase the risk to them and the communities they are working in.
- It might be that you need to think about how you brief those who are leading the intercessions or prayers about what to include and how much detail to share.

## **Communion**

Another part of the church service that it is worth giving some consideration to is what will be broadcast whilst communion is taking place. We need to remember that there may be quite a lot of moving around within the church at this time; either with people coming to the front to be served or with the bread and wine being passed along rows. This will be a time when it is difficult to ensure that people who should not be on screen are avoided.

- The camera could remain focused on the stage / platform at the front rather than following the sharing of the bread and wine among the congregation.

## **Preaching and Teaching**

For those who are leading, teaching or preaching within the service it is important to be prepared and to thinking about safeguarding in relation to live streaming.

## **Dedications, Baptisms and Other Events**

Get written permission as these will be live streamed.

## **UK GDPR: Gaining consent and providing privacy notices.**

There are data protection issues involved in filming services. Record of withdrawal of consent should be kept, in line with the church data retention policy.

The simplest way to achieve data protection compliance is to position cameras in such a way as to avoid capturing the images of those in the wider congregation. Where this is not possible, the church should make every effort to provide information about the filming to members and attendees in advance, which will enable those attending to decide to opt out if they wish or to sit in a designated area in the church where they will not be filmed. Notices should be placed in a prominent place at the entrances, and you may also consider the newsletter/notice sheet/church website to explain that the service will be filmed. A reminder can also be given from the front at the start of the service. Particular care should be taken in relation to children or adults at risk.

The church leaders can take the following steps:

- Create a clear delineation between the areas covered by the camera and those which are not.
- Ensure that attendees at church know that they may be caught on camera when sitting in the designated area and that by sitting in those areas they are consenting to being filmed.
- This can be made clear through posters around the church, on the church notices, or in a PowerPoint slide playing before the service begins.
- When new people attend church those who are welcoming people at the door could take that opportunity to let them know about the livestreaming or filming of the service and which areas are or are not covered by the camera(s).
- Ensure that those who do not consent to being filmed know where they should sit.

You can find more information about our safeguarding in this link.

<https://romfordbaptist.org.uk/Safeguarding>

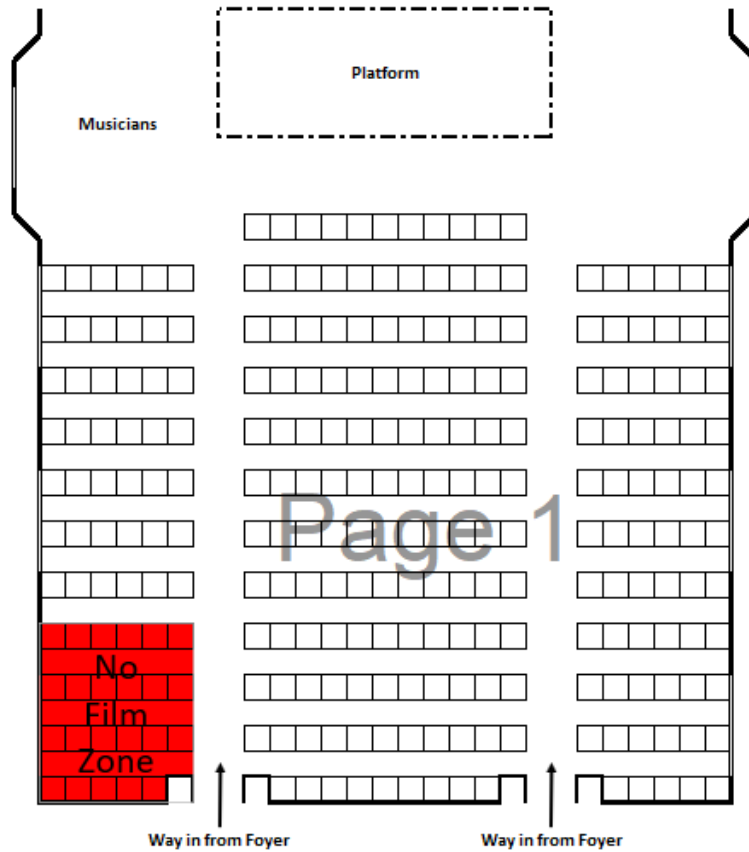
Further information relating to GDPR may be found in the church's Data Protection policy.

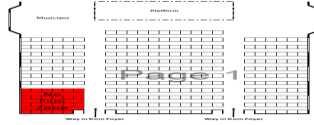
**Sunday Services.**

Our Sunday services are being live streamed, and you may appear on camera unless you sit in the “No Filming” zone. This area is to the left under the balcony as you enter the church. If you do not consent to being filmed, then please ensure that you are sitting outside of the filming zone. Please also be aware if you volunteer to come onto the stage at any point, you will be picked up by the camera and streamed online. The service is only available live and no recording is available once the service has concluded.

Please speak to one of the welcome team if you are unsure of what to do or require further information.

Thank you





This row is in the  
**No Filming Zone,**  
(you will not be caught on camera if you sit  
here).



### Summary

- \* Notices that services are streamed / recorded should be displayed in The Meeting Place / Foyer and a statement printed in Newsheet, and on PowerPoint slides before the service
- \* Specific seating areas should be designated for those concerned about this (under balcony on left hand side) Signs at the end of rows to identify the relevant area, and a seating plan showing the said area, should be provided.
- \* In addition, the seats in the gallery can be designated, as they are free of cameras.
- \* Camera operators should be careful if they pan around the church, to avoid showing those areas. On the whole, they should keep the cameras pointing towards the platform.
- \* All children registered for Sunday School should currently have signed parental permission. Moving forward, an additional sentence will be added to include permission to appear in streamed services.

\* Only those children where permission has not been retracted should come up onto the platform, and mention should be made of the streaming concern when an invitation is given in the service.

Date policy agreed:

Signed of:

Date of next review:

Version Control

1 – new policy.