

ST EDMUND'S ROUNDHAY

FILMING AND LIVESTREAMING POLICY

1. Preamble

- 1.1. Following the start of the COVID-19 pandemic, the ability to hold worship services in church and in person was restricted and, at certain points in time, prohibited.
- 1.2. In order to meet the needs of its congregation, and as a means of communication of the gospel to the wider community, certain daily offices and worship services were taken online.
- 1.3. It is intended that St Edmunds will continue to livestream certain services.
- 1.4. In the main church building there is now a permanent fixed camera installed for the purpose of livestreaming worship services and other church-related activities.
- 1.5. Livestreaming provides greater access to church activity and communications, eliminates geographic and time barriers, and promotes transparency and understanding of the activities of the church.
- 1.6. This policy recognizes the digital inequity across the spectrum of those whom the church serves. Livestreaming is therefore generally intended to complement, rather than replace, the ability to attend worship services and church-related activities in person.
- 1.7. Notwithstanding 1.6 above, livestreaming *may* temporarily replace physical attendance in instances where the church building is required to close for health, safety or legal reasons.
- 1.8. Decisions as to whether the church building is opened to the public lies with the churchwardens, incumbent and PCC.
- 1.9. At the time of writing, the primary social media platforms for St Edmunds livestreaming and video activity are:
 - 1.9.1. St Edmund's Facebook page (<https://www.facebook.com/StEdsRoundhay>) ; and
 - 1.9.2. St Edmund's YouTube channel (<https://www.youtube.com/channel/UCx1JCgQkYQvWHpJnREvWtkA>).

2. Purpose

- 2.1. This policy forms part of St Edmund's risk management framework.
- 2.2. As it is not possible to review and edit livestreams before broadcast, it is necessary to take extra precautions to minimize the risks of broadcasting something inappropriate and to protect the privacy of individuals.

2.3. The purpose of this policy is to:

- 2.3.1. provide information and guidance for the safe use of video, audio, screensharing, digital broadcasting, messaging and chat (referred to, jointly and severally, as 'livestreaming');
- 2.3.2. protect and safeguard all parties as far as is reasonable; in particular, children and vulnerable adults, worshippers, congregation members, volunteers, staff and clergy.

3. Scope

- 3.1. Unless otherwise stated, this policy applies to every instance of authorized livestreaming on behalf of the church, regardless of:
 - 3.1.1. the place from which the livestream takes place (including, but not limited to, private homes, outdoor and indoor spaces); or
 - 3.1.2. the activity being livestreamed.
- 3.2. St Edmunds church takes no responsibility or liability for any unauthorized livestreaming purported to be done on its behalf.
- 3.3. Provisions referring to conduct and content of videos and livestreams are also applicable in the same spirit to comments made on social media on behalf of St Edmunds church in relation to those videos and live-streams.

4. Authorisation

- 4.1. Only the incumbent, churchwardens, clergy and staff team in office/employment from time to time, are authorized and routinely involved in the production of livestreams on behalf of St Edmunds.
- 4.2. The incumbent and/or churchwardens may, at their discretion, invite other individuals to produce livestreams or contribute to their production on an ad hoc basis.
- 4.3. Any person(s) authorized as set out in 4.2 above will be authorized solely for the purpose of the particular livestream in question, unless they have received ongoing authorization from the incumbent and/or churchwardens in writing.

5. Public privacy, consents & permissions

- 5.1. People have a right not to appear on film or in a livestream without their permission.
- 5.2. If someone does not wish to be filmed, even if they are only in the background, all reasonable effort should be made to respect their wishes and to direct them to places which would be out of shot.

- 5.3. For livestreaming in the church building, the following precautions will be taken:
- 5.3.1. Signage at the entrance of the building to indicate that there will be livestreaming/filming taking place in the building;
 - 5.3.2. Clearly marked 'no video/livestreaming zone' designated within the building;
 - 5.3.3. Announcement at the start of the worship service or church-related activity that livestreaming will be taking place and an opportunity provided for people not wanting to be filmed to move to the designated 'no video/livestreaming zone' area;
 - 5.3.4. Consent obtained from all those taking an active role in the event being filmed and/or livestreamed and/or may be identifiable. For worship services this may include, but is not limited to: servers, readers, clergy, LLM's and others leading worship, choir, organist/musicians, eucharistic assistants, churchwardens and sidespeople, persons bringing forward offertory items.
- 5.4. It is St Edmunds policy to ensure that no shots will include the area near the north transept or north porch door to ensure that junior church, youth leaders and children are not inadvertently filmed entering or leaving the building during a service.
- 5.5. During Holy Communion services, during the distribution of communion, the streaming will be cut to a shot of the East window, or similar, so that anyone coming forward to receive communion is not visible.
- 5.6. When livestreaming from home or outside the church building, every reasonable effort must be made to ensure that other members of the household or the general public are not in the shot or do not inadvertently walk into shot. Precautions could include, but are not limited to:
- 5.6.1. Filming in a designated room with the door closed and a notice on the outside to the effect that there is no entry due to livestreaming taking place;
 - 5.6.2. Choosing outside locations carefully to avoid unplanned interactions with members of the public.

6. Children & Vulnerable Adults

- 6.1. Children cannot legally consent to be filmed. Neither can children and vulnerable adults without mental capacity to do so.
- 6.2. For children below the age of 13, written consent must be obtained from their parent or guardian.
- 6.3. The designated 'no video/livestreaming zone' in church will include the children's area. It is the responsibility of parents/guardians to ensure that children do not run or play outside the designated 'no video/livestreaming zone'.
- 6.4. For children between the ages of 13 and 18 years old, consent must be sought from both the parent/guardian and the child.

- 6.5. Those producing the livestream should avoid using names where possible. However, names may be used where express consent has been given.
- 6.6. For other provisions relating to filming and interaction with vulnerable adults and children, please refer to the safeguarding policy.

7. Livestream and video content

7.1. General Considerations

- 7.1.1. Filming of people, businesses or private buildings should only be undertaken with express consent.
- 7.1.2. Nothing should be filmed or livestreamed which may cause offence or danger to anyone involved.
- 7.1.3. When filming or streaming outside:
- 7.1.3.1. do not block or obstruct public or private rights of way;
 - 7.1.3.2. express permission must be sought to film or livestream on private land from the landowner.

7.2. Personal information

- 7.2.1. Personal prayer requests, health updates and similar notices involving the identification of a person or persons or must only proceed where consent is obtained.
- 7.2.2. Confidential information must not be disclosed in any video or livestream.

7.3. Strong or offensive language

- 7.3.1. Care will be taken to avoid recording strong or offensive language including: slogans on clothing, comments and unplanned interactions from by-standers or passers-by, and inadvertent use of strong language due to shock or accident.
- 7.3.2. In the unlikely event that prolonged use of offensive or strong language is encountered, it is St Edmunds policy to stop filming / livestreaming. The decision to do so is in St Edmunds absolute discretion.

7.4. Impartiality, political sensitivity

- 7.4.1. St Edmunds will, as far as reasonably possible, demonstrate impartiality, and will take all reasonable steps to avoid filming or livestreaming anything that is likely to contain politically sensitive material.

7.5. Defamation and statements contrary to law

- 7.5.1. Broadcasting anything which
- 7.5.1.1. harms the reputation of an individual, group or organisation; or
 - 7.5.1.2. could be construed as incitement or contrary to law
- may potentially open a claim against St Edmunds.

- 7.5.2. It is St Edmunds policy to avoid broadcasting any statement or action which may be construed as defamatory, incitement or contrary to law.
- 7.5.3. In the unlikely event that a complaint is made in connection with anything which has been livestreamed, it must be referred to the PCC and incumbent immediately in accordance with St Edmunds complaints policy.
- 7.5.4. Any decision as to whether an apology, clarification or external advice is required is to be made by the incumbent and PCC.
- 7.5.5. Any subsequent apology, statement or clarification issued must only be made on behalf of St Edmunds with the express authority of the incumbent and PCC.

7.6. Product placement/prominence

- 7.6.1. Regardless of the place of filming or livestreaming, St Edmunds will endeavour to use camera angles which avoid undue prominence of logos, products or businesses, so that there is no excessive branding/advertising in the material being filmed/streamed.

7.7. Flashing images

- 7.7.1. In the unlikely event that filming or livestreaming will contain flashing images, then there should be a warning in advance to alert those who have photosensitive epilepsy.

7.8. Accidents and serious events

- 7.8.1. If an accident, fire or other serious event occurs during a livestream or filming, the livestream / filming should cease immediately.

8. Technical Disclaimer

- 8.1. There may be situations where, due to technical difficulties, a livestream or recording may not be available, or is in some way defective.
- 8.2. Every reasonable effort will be made to ensure the quality and availability of livestreams and recordings. However, St Edmund's takes no responsibility for, and accepts no liability in the event that a livestream or recording is defective or unavailable.
- 8.3. Technical issues may include, but are not limited to:
 - 8.3.1. the availability of the internet,
 - 8.3.2. network or device failure or malfunction,
 - 8.3.3. unavailability of, or issues with, social media platforms or
 - 8.3.4. power outages.

9. Review process

- 9.1. This policy will be reviewed annually.

10. Complaints about filming, videos and livestreaming

- 10.1. Complaints about any aspect of St Edmunds videos or livestreaming should be directed in the first instance in writing to the PCC and the incumbent in accordance with St Edmunds Complaints Policy.
- 10.2. As at the date of this policy contact details are:

Incumbent: **Rev Nigel Wright**
The Vicarage,
5a North Park Ave,
Roundhay,
Leeds LS8 1DN

PCC: The PCC c/o Jean Livesey,
PCC Secretary,
St Edmund's Church,
Lidgett Park Road,
Roundhay,
Leeds LS8 1JN

11. External terms of reference

- 11.1. This policy has been written with reference to:
 - 11.1.1. The Church of England '*COVID-19 Livestreaming worship*' guidance, version 1 dated 6 November 2020 issued by the House of Bishops Recovery Group;
 - 11.1.2. Guidance document (collaboration between DAC and Communications team) entitled: '*A Guide to Broadcasting Services Online from a church building*' from the Diocese of Leeds, which can be found here:
https://www.leeds.anglican.org/sites/default/files/files/broadcasting_final.pdf