



Livestreaming Policy

Virtual worship is becoming a normal part of everyday life. Christ Church Cathedral is committed to ensuring the safety of these activities for those participating.

February 2023

This document will be reviewed, revised (as required) and approved as part of the Cathedral's annual review process				
Version	Date	Reviewed by	Approved by	Date of next review
V 1	Feb 2022	N/A	SRH, Chapter	Feb 2023
V2	Feb 2023	MD, SAW	Chapter	Feb 2024

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How we safeguard livestreaming

Livestreaming and recording are now a central part of the offering the Cathedral can make to its congregation and community. These developments are overwhelming positive but we are also aware of the associated risks.

This good practice guidance has been compiled to help clergy, staff, volunteers who provide and use Christ Church Cathedral's livestreaming facilities and broadcasts.

The safety of children, young people and vulnerable adults must be maintained at all times. If a child or adult is in immediate danger, risk of harm, or requires medical attention call the emergency services on 999. Do not delay.

1. Livestreaming equipment

It is important that everyone follows some key rules when online. Everyone has a responsibility to themselves and to others to ensure that they are safe online. People should participate online in the same way as they would in any other public forum.

1. Use of the Livestream equipment must be booked through the Operations Manager.
2. No personal profiles should be created on or logged into on the Livestream equipment by a qualified operator.
3. Livestream technicians must not log into their personal social media, email accounts, or similar on the Livestream equipment.
4. The cathedral social media platform passwords are not to be given out and only DBS trained personnel permitted access to the streaming platform.

2. Livestreaming and filming choristers

The following are important to make sure that our safety, privacy and wellbeing are protected whilst online.

1. Choristers will never be identified by name on screen.
2. Only services identified by the relevant music director¹ to be recorded as noted on the music planner or as part of the agreed 12 annual livestreams.
3. Recordings of service for the 'weekly pre-record' will be passed to the director of that service for approval via a direct link to the file on the livestream 'google drive'.
4. The footage folders will be password protected. Only trained and DBS checked livestream technicians and the Chapel Team can access these folders. If an external party requires access, a Cathedral Team member will supervise this.
5. No external hard drives or storage devices are to be brought to the Sacristy

¹ E.g. FV, CSCC, Cathedral Choir etc.

except under explicit supervision by the Operations Manager and agreed by the team in advance (e.g. a Chorister requesting footage for a scholarship application may bring a USB drive to download footage of herself). GDPR guidelines must be respected.

6. Where this occurs, a separate dedicated supervised session will be encouraged for direct transfer rather than clipping a general recording
7. All editing and use of footage must take place in the Gallery or Events Office. No footage may be transferred to a personal computer.

3. Information storage and sharing

1. The footage folders will be password protected. Only trained and DBS checked livestream technicians and the Chapel Team can access these folders. If an external party requires access, a Cathedral Team member will supervise this.
2. Sharing video on the google drive will be done using 'direct email' and 'viewer only' facilities to prevent accidental sharing.
3. No external hard drives or storage devices are to be brought to the Sacristy except under explicit supervision by the Operations Manager and agreed by the team in advance (e.g. a Chorister requesting footage for a scholarship application may bring a USB drive to download footage of herself). GDPR guidelines must be respected.
 - o Where this occurs, a separate dedicated supervised session will be encouraged for direct transfer rather than clipping a general recording
4. All editing and use of footage must take place in the Gallery or Cathedral Office. No footage may be transferred to a personal computer.

4. Congregations and audiences

1. Seating areas will be provided for members of the congregation or audience who do not wish to be filmed.
2. Livestreaming and recording will be clearly announced at the start of services and events so that people have a chance to opt out.
3. Great care will be taken to plan which services should be recorded or streamed to ensure that sensitive topics and special moments of personal worship such as Holy Communion are not compromised or broadcast publicly.

Please contact the Cathedral Safeguarding Team if you would like to discuss or report a concern or incident:

- **Chapter Safeguarding Officer:** Canon Dr Sally Welch sally.welch@chch.ox.ac.uk
- **FV Safeguarding Lead:** Helen Smee helen.smee@chch.ox.ac.uk