

**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.

**March 2025**

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| **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 director[[1]](#footnote-1) 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 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.
   * 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.

Christ Church Cathedral’s Cathedral Safeguarding Officer is Lisa Wilkins and Associate Safeguarding Officers are Matthew Dickins and Zachary Guiliano. If you have a safeguarding concern, contact the Police on 999 if there is a risk of immediate harm, otherwise please email [lisa.wilkins@chch.ox.ac.uk](mailto:lisa.wilkins@chch.ox.ac.uk), [matthew.dickins@chch.ox.ac.uk](mailto:matthew.dickins@chch.ox.ac.uk) or zachary.guiliano@chch.ox.ac.uk.

1. E.g. FV, CSCC, Cathedral Choir etc. [↑](#footnote-ref-1)