

Risk Assessment for the use of Zoom for live streaming services and the provision of a recorded copy for later use.

The latest is Parish Risk Assessment and Policy for The Church of King Charles the Martyr Potters Bar and social media use for streaming and recording services.

Updated 17May2021

Version 1 27April2021 Version 2 17May2021 Version 3 20July2022 **Risk assessment template**

Church: King Charles the martyr, Potters Bar	Assessor's name: Atalie Gaines	Date completed: 27/04/2021 Updated: 17/05/2021, 20/07/2022	Review date: Annually Reviewed at PCC 12/07/2023 – no changes
--	--------------------------------	--	---

Area of Focus	Risks and Controls required	Additional information	Action by whom?	Completed - date and
				name
Recording	People who are in	The congregation will be made aware of this in an announcement at the beginning of the service and in	Minister	
and	church to be made	the notice sheet/ weekly email. In the case of a funeral, the family will be expected to tell those	leading	
streaming	aware that the service	attending in person that the service will be live streamed and perhaps also recorded.	service	
services	is being live streamed			
	and recorded either on	Signs in the church to make people aware.		
	Zoom or Facebook			



Area of Focus	Risks and Controls required	Additional information	Action by whom?	Completed - date and name
		Those involved in live streaming or joining the service must have the opportunity to opt out and not appear on camera. Congregation in church should be made aware of where the camera is at the beginning of each service so that they have opportunity to sit behind it and therefore not be seen on screen.		
	People who are watching on the Zoom call to be made aware that the service is being live streamed and recorded	Those who are at home and on Zoom should be made aware that they have opportunity to turn off their camera so that their environment is not seen by the Zoom operator in church and others on the Zoom call – Note in the chat of the Zoom call. Participants joining from home may inadvertently disclose potentially sensitive information to others by nature of what is visible in their background. Participants should be encouraged to make sure that there is nothing personal in their background, for example photographs of children, etc If the service is to be recorded, the Zoom operator should make this clear in the chat function of the Zoom call, so that people have opportunity to turn off their camera and to alter their name if they do not wish to be recognised. Thank you for joining us on Zoom for this service. Please turn off your camera and mute your microphone to prevent interruptions on the recording. Many thanks.	Zoom operator Zoom operator	
		The sound will be muted from in church by the Zoom operator so that there are no interruptions to the act of worship – unless the minister asks them to unmute to join in with the responses.		
	Sharing of the log in details	The meeting details must not be shared on social media, website or any public platform without the permission of the Vicar.	Warden/ Host	
		Baptism, wedding, Funeral families will be given the joining information to share with friends and family prior to the service. This is not to be shared publicly on Social media, but should be shared via text		



Area of Focus	Risks and Controls required	Additional information	Action by whom?	Completed - date and name
		message, email and WhatsApp to ensure that only people who are known are able to access the service.		
		Meeting/ service invitations will be made available to the church family by email with the weekly email and KCM Family Church WhatsApp group only.		
		People will be encouraged not to share the joining information wider than the church groups without the permission of the ministry team/ Wardens.		
		The meeting host must password protect the meeting.		
		The meeting host should enable the 'waiting room' to control participant entry to the meeting. Where the participants may not be people known to the Zoom host, the family of the baptism/ funeral family maybe asked to confirm who people are before they are allowed in.		
		Where possible, the Zoom host should 'lock the meeting' when the expected participants are present.		
	Risk of people joining or making comments	Where possible screen sharing should be set to 'host only'.	Host/ Warden	
	that are inappropriate on the comments	It is the responsibility of the Zoom host to remove any participant from the meeting who may be causing disruption.		
	section, speaking out loud or sharing	Or to mute their sound or stop their video.		
	inappropriate images	The service leader should be made aware (if possible) during the service.		
		If the person is known the Vicar and Safeguarding Officer should be notified so they can follow up.	Vicar and Safeguarding	
		If not known the person should be blocked and not allowed to access future meetings without a conversation having been had with the Vicar and Safeguarding Officer.	Officer	



Area of Focus	Risks and Controls required	Additional information	Action by whom?	Completed - date and name
	Zoom issues	Software bugs or viruses allowing hackers to access the meeting.	All Host/	
		All Zoom users joining our meetings are to be encouraged to keep their installation of the Zoom software up to date (by accepting all prompts for updates Zoom users software update as soon as they are offered.)	Warden	
	Sharing the recording of the service after the service	All baptism, wedding and funeral services will be routinely recorded and will only be shared with the family by agreement with the Vicar and those involved ie. Parents of baptism child, bride and groom, chief mourner.		
		They will be stored on the cloud for a period of 21 days and if not requested after this date will be deleted.		
		If Sunday worship and other church services are to be recorded, the congregation will be made aware of this in an announcement at the beginning of the service and in the notice sheet/ weekly email.		
		The Zoom operator will then be responsible for sharing the recording after the service with the appropriate adult who requested it. They should then keep this recording in accordance with current GDPR guidance i.e. it should not be shared on social media without the written permission of those who are seen on screen.		
	Leaving Zoom worship	Host to ensure that the meeting is closed after an appropriate time after worship. Host/ Wardens to let the wardens and vicar know of any issues.	Host/ Warden	