

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

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		<p>message, email and WhatsApp to ensure that only people who are known are able to access the service.</p> <p>Meeting/ service invitations will be made available to the church family by email with the weekly email and KCM Family Church WhatsApp group only.</p> <p>People will be encouraged not to share the joining information wider than the church groups without the permission of the ministry team/ Wardens.</p> <p>The meeting host must password protect the meeting.</p> <p>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.</p> <p>Where possible, the Zoom host should ‘lock the meeting’ when the expected participants are present.</p>		
	<p>Risk of people joining or making comments that are inappropriate on the comments section, speaking out loud or sharing inappropriate images</p>	<p>Where possible screen sharing should be set to ‘host only’.</p> <p>It is the responsibility of the Zoom host to remove any participant from the meeting who may be causing disruption. Or to mute their sound or stop their video.</p> <p>The service leader should be made aware (if possible) during the service.</p> <p>If the person is known the Vicar and Safeguarding Officer should be notified so they can follow up.</p> <p>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.</p>	<p>Host/ Warden</p> <p>Vicar and Safeguarding Officer</p>	

Area of Focus	Risks and Controls required	Additional information	Action by whom?	Completed – date and name
	Zoom issues	<p>Software bugs or viruses allowing hackers to access the meeting.</p> <p>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.)</p>	All Host/ Warden	
	Sharing the recording of the service after the service	<p>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.</p> <p>They will be stored on the cloud for a period of 21 days and if not requested after this date will be deleted.</p> <p>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.</p> <p>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.</p>		
	Leaving Zoom worship	<p>Host to ensure that the meeting is closed after an appropriate time after worship.</p> <p>Host/ Wardens to let the wardens and vicar know of any issues.</p>	Host/ Warden	