



The Church of King Charles the Martyr Potters Bar

Live Streaming Policy

Created on: 15 Feb 2024

Last Reviewed by the PCC: 2 September 2026

Date of next review: September 2027

Signed:

Revd Emma-Jane Wilkinson on behalf of the PCC

2 September 2026

Introduction

The PCC live stream services to:

- (a) make them available for parishioners or the wider community who for whatever reason cannot attend them.
- (b) make recordings of services available for those who wish to see or hear them again.
- (c) be able to offer streaming for weddings, funerals, baptisms, and other such events in church, and
- (d) support civic events, e.g. services (remembrance, St George's Day) and concerts.

The platform used is Facebook and Zoom for private services such as funerals. This policy covers the various situations outlined above.

At all times the safeguarding of the people is our highest priority as well as being able to deliver our worship to the wider world.

Safeguarding

As a PCC, we will:

- understand exactly where in the building people entering, leaving, or circulating might come into the view of cameras.
- provide for people attending worship to choose whether they place themselves in part of the building that is included in streaming or a part that is excluded
- In accordance with the diocesan best practice set out in the guidance issued in October 2020, we:
 1. Notify people in advance, with signage at entrances and on service sheets, that the service is live streamed.
 2. Notices will state that streaming does not normally include images of the congregation, but of the ministers and leaders. Any images of the congregation will be distant or in passing. Images of people in close up, praying, or at the communion rail are always avoided.
 3. Consent to show their images online will be assumed for any member of the congregation taking part in the service in a capacity where they will be prominent in the streamed video, i.e. reading scripture, leading intercessions or children coming to show and tell what they have done in Children's Groups. We will obtain written consent from anyone not normally involved in these regular activities.
 4. Only name people in broadcast intercessions with their or their family's consent.
 5. Make every effort to obtain the formal written consent from all children's parents/carers/guardians prior to broadcasting as best practice (although recognising this is not always achievable in practical terms):
 - Children under the age of 13: consent should be gained from their parents;

- Children aged between 13 and 16: consent should be gained from parents and the children themselves;
 - Children aged 17: consent should be gained from the children themselves.
6. Provide advice on how and who someone should contact if they give consent but subsequently withdraw it.

Data Protection

1. The basis for processing personal data arising from live streaming public services is that worshippers have chosen to make their religious affiliation public in attending public worship. We do not need to seek the consent of each person attending the services of public worship, but we will ensure that everyone has the opportunity not to be filmed, if that is their wish. Otherwise assent may be assumed.
2. Our publicity, service announcements and signage will ensure that all people attending our public worship services know when the service is being live streamed. Signage will be placed at entrances and on service sheets to indicate:
 - a. that the Service is to be live-streamed,
 - b. that live-streaming does not normally include images of the congregation and
 - c. that any images of the congregation will be distant or in passing.
3. Members of the congregation will be advised on entry and via our publicity, where to sit if they wish to be out of camera shot.
[Anyone worshipping in church who does not wish to have their image shown shall be free to indicate this and this will be respected, communion can be brought to them out of camera shot if that is their wish].
4. When using Zoom for private services such as funerals, then it will be the responsibility of the people joining remotely to show or hide their image and or name on their zoom window if they wish to remain unseen.
5. Camera operators will be given clear direction to ensure that the camera angles only capture the clergy and other leaders including those reading or praying and others like children's leaders and the children, that have given their permission at the front of the seating area. Should the camera be re-sighted to focus on the pulpit for a sermon/talk, then it will sweep to that position and back again, but will not include the area where anyone who has opted to be out of camera view, can be seen.
6. When Baptisms are conducted either during the service or as a separate service and are live streamed then the family and friends attending will be made aware of the camera and that they will be identifiable, particularly when they move to the font in the baptistry and the camera sweeps around to focus on that area. If

necessary, they will can be informed where they can position themselves to ensure they are out of camera shot.

7. Personal privacy will be maintained during the administration of Holy Communion. Images of people in close up, praying, or at the communion rail will, as far as possible, be avoided. Those taking communion at the communion rail will have their back turned to the camera when approaching the rail, and then pass down the side aisles when returning to their seats. Communion can be administered where people are sitting if they do not want to move within the view of the camera.
8. If there is any interruption in the live streaming then a message will be sent out on our Facebook page to inform those online of what has happened. If it is not an emergency evacuation then the live stream will be replaced with a still image of the church for the duration of the interruption.
9. Consent to live stream will be assumed for everyone who volunteers to be on a rota of musicians, intercessors, lesson readers and other roles which may arise from time to time in a service, as covered in the Safeguarding section of this policy.
10. The service will be streamed on Facebook. Recordings will remain on the website indefinitely; however, individual recordings can be deleted as required. Any Private Zoom broadcasts which are also recorded for the family, are deleted after one calendar month.

Copyright Licensing

1. No service texts other than those authorised by the Church of England will be used in live broadcasts.
2. Our copyright licence has been amended to include live streaming and recording.
3. Service leaders and preachers will ensure that all visual images displayed during services fully comply with copyright law.
4. The Director of Music will oversee the music and any copyright issues and if required we shall extend our existing CCLI licence. Where musicians are performing live, specific agreement with musicians involved in the service will be obtained, confirming that they are willing to be included in a livestream or recording.

Occasional offices: These are dealt with on an individual basis and will need to be discussed with each party as it occurs as each will have different needs. For example, these events could include processional shots, high altar, chancel, and other camera angles. A fee will be set and it will be possible for recordings to be made available.