



## **St Mary the Virgin, Amersham with All Saints' Coleshill**

### **Streaming Policy - 2025**

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#### **Purpose**

This policy outlines how the parish manages the live streaming of services, enabling greater involvement in worship while respecting its safeguarding, privacy, and data protection responsibilities.

This policy is implemented in accordance with the House of Bishops' Safeguarding Guidance, to which the PCC and all church officers are legally required to have due regard under the Safeguarding and Clergy Discipline Measure 2016.

#### **Services Streamed**

Details of which services are streamed are published on the parish website and weekly notices. At present, only services from St Mary's are streamed.

#### **Regular Streamed Services:**

- **10:30 am Holy Communion with Sunday School & Crèche**
- **6:00 pm Evening Prayer from the Book of Common Prayer** (2nd, 3rd & 5th Sundays only)
- **6:00 pm Choral Evensong** (Last Sunday only)

**Occasional offices** (baptisms, weddings, funerals) may be streamed by prior agreement. Consent will be obtained and recorded in advance, and orders of service/noticeboards will carry a streaming notice where applicable.

Suppose baptisms, weddings, funerals, or other occasional offices take place within a regular streamed service, and the individuals concerned have not given consent. In that case, streaming will be temporarily paused, redirected to a holding slide, or muted for that part of the service to ensure privacy.

The Clergy will inform the streaming volunteer of this, and the streaming volunteer will implement this as our point 15.

**Concerts, recitals, or other events** are not streamed by default. Where streaming is requested, performer permissions and agreements, as well as event-specific licensing, will be confirmed before broadcast.

#### **Configuration Summary**

- **Mode:** Live streaming; recordings are generally not retained, unless requested by an Offices.
- **Platform:** PCC-approved YouTube channel only.

- **Cameras:** Four cameras (including remotely controllable units), focused on the chancel and central areas; the north and south aisles and St Anthony's Chapel are only partly in shot.
- **Retention:** If a recording is retained, the PCC will set and publish a defined retention period **6 months** and access controls.

## **Faculty**

The PCC will maintain the necessary faculty for any fixed streaming equipment, in consultation with the DAC, Archdeacon, and Diocesan Registry.

## **Safeguarding**

- The Parish Safeguarding Officer (PSO) oversees streaming practices to ensure compliance with diocesan and national safeguarding guidance.
- Streaming volunteers will receive appropriate guidance and safeguarding awareness training, in line with the Church of England's National Safeguarding Standards.
- Particular care is taken in relation to children and vulnerable adults, and their participation is only shown where appropriate consent has been explicitly obtained and recorded.

## **Camera Locations**

- Four cameras are used for streaming services. These are positioned so that the chancel and central areas of worship are the primary focus.
- The north and south aisles of St Mary's and St Anthony's Chapel are only partly in shot.
- During streaming, parts of the church may be shown, but the focus remains mainly on the central areas of worship rather than the wider congregation.
- There must be no filming of individuals during communion or while praying.

## **Signage, Notification, and Communication**

- Clear signs are displayed inside the church to inform all worshippers and visitors that services may be streamed.
- The Benches out of sight for Streaming have been clearly marked with signage
- A brief announcement may be made at the start of services to remind attendees that streaming is taking place.
- Communication & briefing: This policy and practical arrangements will be circulated to all service participants (including readers, intercessors, musicians, vergers, and streaming operators). Sides persons will assist attendees—especially visitors—to find seating out of shot if preferred.

## **Privacy, Consent, and Data Protection**

- Where children or vulnerable adults participate visibly in a streamed service, explicit parental consent (for children) or adult consent (for vulnerable adults) must be obtained before they are shown on camera.

- As live streaming may capture special category data (religious belief), the PCC ensures lawful processing under UK GDPR and the Data Protection Act 2018. Where required, explicit consent will be obtained, recorded, and reviewed.
- Families arranging weddings, baptisms, or funerals will be advised of streaming arrangements in advance and may choose whether the service is streamed.

### **Risk Assessment**

- A risk assessment of streaming practices will be carried out and reviewed annually to identify and manage safeguarding, privacy, copyright, and technical risks.

### **Practical Arrangements**

- If you have concerns about being in view of the cameras during a service, please speak with a sidesperson or the duty verger, who will advise on seating options.
- Seating arrangements at St Mary's are flexible to accommodate wheelchair users and to respect personal preferences about being in or out of camera shot.

### **Volunteer Oversight and Compliance**

- Streaming volunteers are accountable to the PCC for their conduct and adherence to this policy.
- The PCC designates one of its members to oversee streaming activity. This includes reviewing footage from time to time to ensure compliance with Church of England guidance and safeguarding standards.
- Any concerns identified during reviews will be reported to the PCC and addressed promptly.

### **Recording and Storage**

- Unless specifically arranged, streamed services are retained online for 30 days
- If recordings are retained, they will be available for 30 days unless a longer period is pastorally or legally necessary and approved by the PCC. After this period they will be deleted from YouTube and any backups.

### **Copyright and Licensing**

- The PCC ensures that all necessary copyright and streaming licences are held for hymns, liturgy, readings, and other content (including CCLI Streaming/ Streaming Plus).
- We stream only via YouTube, which has a PRS for Music platform agreement.
- Zoom or other platforms are not used. If other platforms are adopted in future, the PCC will obtain any additional licences required (including PRS for Music LOML) before streaming.

### **Online Platforms**

- The PCC has approved the use of **YouTube only** for live streaming.
- All streaming is carried out through the parish's official YouTube channel: [www.youtube.com/@stmarysamershamwithallsain271](https://www.youtube.com/@stmarysamershamwithallsain271).
- Viewers' personal data (such as comments or interactions) are processed in accordance with YouTube's privacy policy, which is outside parish control.

## Volunteer Code of Conduct

Streaming volunteers must follow these rules at all times:

- **Focus of filming:** Keep the stream centred on the altar, lectern, pulpit, and choir. Avoid unnecessary shots of the congregation.
- **Angles:** The general aim is to film only from the back unless a person has an active role (e.g. leading prayers, readings).
- **Communion and prayer:** Congregation members must never be filmed during communion or while praying.
- **Children and Sunday School:** Children in Sunday School presentations may only be shown if a written consent is in place, and a responsible adult in charge of the Sunday school needs to permit the volunteer
- Children participating visibly in services may only be shown with prior, explicit parental consent.
- **Occasional offices:** Streaming of weddings, baptisms, or funerals requires the explicit consent of the families/parties involved.
- **Retention:** If a recording is published, it should normally remain public for no longer than one week before being set to private, unless the PCC authorises a longer retention period (which will not exceed 30 days).
- **Conduct:** Volunteers must respect safeguarding responsibilities at all times, follow PCC oversight, and immediately report any safeguarding concerns to the PSO.

## 16. Policy Review

This policy will be reviewed annually by the PCC, with input from the PSO, to ensure continued compliance with safeguarding, data protection, copyright law, diocesan guidance, and the Church of England's National Safeguarding Standards.

St Mary's Church Amersham camera layout



**Title:** Streaming Policy - St Mary the Virgin, Amersham with All Saints' Coleshill

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**Signed:**