

Merton College Live Streaming Policies

Merton College Girl Choristers and Merton College Choir webcast services to an audio/visual livestreaming service regularly. On Choral Workshop Day, participants will join the College Choir for their regular Thursday service. This entails recording the services with microphones and cameras installed in the Chapel, and streaming this to YouTube (where our current pre-recorded footage is published). Rehearsals will not be livestreamed.

We take safeguarding and data protection very seriously, and so we have created the following policies to ensure child welfare is at the forefront of this development, and we welcome you to read them and be in touch if you have any concerns.

All footage will be kept in a password-protected computer file in the locked Sacristy, and only accessed under supervision by a DBS checked member of the team. Under 18's will never be identified by name on screen.

The Livestream Station

- Cameras must be returned to power off presets before equipment is powered off
- Use of the Livestream Station must be booked in with a member of the Chapel Team
- No personal profiles should be created on or logged into on the Livestream station. Livestream technicians must not log into their personal social media, email accounts, or similar on the Livestream Station.

Livestreaming

- Onscreen titles and stream information must not include identifying information such as names or ages of under 18s.
- All livestream technicians working regularly with footage depicting under 18's must be DBS checked. If the Livestream Station is being used by a non-DBS checked technician (e.g. the service personnel from About Sound, our technical support service), they must be supervised by a DBS checked staff member whenever Choristers are part of the recording.

Saving and Editing Files:

- 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 DBS checked Chapel Team member will supervise this.
- No external hard drives or storage devices are to be brought to the Sacristy except under explicit supervision by the Chapel Team for a reason 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.
- All editing and use of footage must take place in the Sacristy at the Livestream Station. No footage may be transferred to a personal computer.

Safeguarding

If you have any concerns at all about the welfare or safety of a child, report them immediately to the DOSC (Designated Officer for Safeguarding Children), Lizzie Casey (+44 (0)1865 616724; elizabeth.casey@merton.ox.ac.uk).