



## **Policy on Streaming, Videography, Photography, and Audio Recordings**

Birmingham Cathedral Chapter recognises that there are occasions when it is appropriate and beneficial to make use of streaming, videography, audio recordings, and photography in Birmingham Cathedral and Birmingham Cathedral Square. However, this needs careful handling in order to safeguard the safety and wellbeing of everyone who comes into the cathedral or its grounds; to enable prayer and worship to be enacted without disruption; and to protect the legitimate interests of the cathedral, its office holders, staff, and volunteers. This policy sets out the terms on which streaming, videography, photography, and audio recordings may be permitted.

### **I. Streaming**

I.1 Streaming without express prior permission is strictly prohibited. This includes streaming via a phone or other device for personal or professional purposes.

I.2 Decisions to stream services, rehearsals, and events rest with the clergy of Birmingham Cathedral who will consult with others as appropriate.

I.3 Streaming will normally take place via the cathedral's own streaming system and must be agreed in advance.

I.4 Additional fees may apply for streaming.

I.5 Footage captured via streaming must not be used in such a manner as may misrepresent Birmingham Cathedral or bring the cathedral into disrepute.

#### *Streaming and safeguarding*

I.6 We undertake to make clear which services, rehearsals, and events are streamed and which are not, so those who need or wish to avoid attending when streaming is taking place may do so. For external services, rehearsals, and events, it is the responsibility of the organisers to let participants and others entering the building know if it is being streamed. We cannot guarantee that those who are present in the cathedral whilst streaming is taking place will not appear on the stream.

I.7 To safeguard children under 18 who participate regularly in services as part of the choir or via regular activity including reading or serving, general permission will be sought from parents or guardians for inclusion of their children in streamed services. If their participation is as a one off, permission must be sought for their inclusion on that occasion. Organisers of external services, rehearsals, and events which include children under 18 are responsible for obtaining this permission for every child and confirming to the cathedral via email or in writing in advance of the service or event that it has been obtained.

I.8 To safeguard vulnerable adults who participate regularly in services as part of the choir or via regular activity, where we are aware of the vulnerability we shall make every effort to ensure that they understand that the service is being streamed. If vulnerable adults are playing an active role in a one-off service, rehearsal, or event, we shall make every effort to ensure that they understand that the service is being streamed. For external services, rehearsals, and events, this responsibility lies with the organisers.

I.9 Every care will be taken to avoid naming individuals who are under 18 on the stream without express permission from their parents or guardians.

I.10 Every care will be taken to avoid streaming children in school uniform unless this is covered up in such a way that the school cannot be identified eg. by choir robes. For school services, an agreement by email or in writing must be reached between the cathedral and school in advance.

## **2. Videography and filmmaking**

2.1 Filming during a service, rehearsal, or event without express prior permission is strictly prohibited. This includes filming for personal or professional use on a phone or other device.

2.2 Decisions to film services, rehearsals, and events rest with the clergy of Birmingham Cathedral who will consult with others as appropriate.

2.3 For filming during services, rehearsals, or events, additional fees may apply.

2.4 For filming during services, videographers will be required to attend a site visit, usually at least a fortnight in advance, to agree where they will be positioned during the service. This will usually be with the Canon Precentor or the officiant on the day, and their decision is final. Access to some parts of the building is prohibited including beyond the chancel rail. Climbing on furniture or ladders is not permitted.

2.5 Every effort must be made to avoid disrupting the service, including through movement and the noise of equipment. Any electronic sounds or beeping on devices should be turned off before the service and shutter clicking etc avoided during particularly solemn or silent parts of services and minimised at other times.

2.6 Birmingham Cathedral will require videographers and filmmakers to leave if they are disruptive.

2.7 Outside the context of services, rehearsals, or events, films for personal use may be made inside areas of the cathedral that are open to public access provided that they do not include other people without their permission; are not disruptive; and are respectful of the surroundings. They may not be used in such a manner as may misrepresent Birmingham Cathedral or bring the cathedral into disrepute. Please note that making films of children under 18, including those participating in school visits, is strictly prohibited; in the case of school visits where the school themselves wish to film during a visit, it is the responsibility of the school to obtain parental consent and to agree this in advance with Birmingham Cathedral. Birmingham Cathedral will not make films of school visits without permission of the school, following consultation with parents.

2.8 Personal wedding videography may not be filmed in the cathedral building or Cathedral Square at any time without express prior permission unless the wedding has taken place in the cathedral.

2.9 Professional videography may not be filmed in the cathedral building or Cathedral Square without express prior permission. Fees may be applicable. Birmingham Cathedral may require a copy of the films with permission to use them, and will credit the videographers as appropriate.

2.10 Where applicable, filmmakers will be required to provide details to Birmingham Cathedral of the contents and scripts intended for use in any films so these may be reviewed and agreed prior to filming; after filming, Birmingham Cathedral will require copies of any films that are made prior to them being circulated or made public in order to review them. Birmingham Cathedral retains the right to veto films if they are deemed to be inappropriate or may bring the cathedral into disrepute.

#### *Videography and safeguarding*

2.9 We undertake to make it clear if a service, rehearsal, or event is being filmed. For external services, rehearsals, and events, it is the responsibility of the organisers to let participants and others entering the building know if it is being filmed. We cannot guarantee that those who are present in the cathedral for a filmed service, rehearsal, or event will not appear in the film.

2.10 To safeguard children under 18 who participate regularly in services as part of the choir or via regular activity including reading or serving, general permission will be sought from parents or guardians for inclusion of their children in filmed services. If their participation is as a one off, permission must be sought for their inclusion on that occasion. Organisers of external services, rehearsals, and events which include children under 18 are responsible for obtaining this permission for every child and confirming to the cathedral via email or in writing in advance of the service, rehearsal, or event that it has been obtained.

2.11 If vulnerable adults are playing an active role in a service, rehearsal, or event, where we are aware of the vulnerability we shall make every effort to ensure that they understand that the service is being filmed. For external services, rehearsals, and events, this responsibility lies with the organisers.

2.12 Every care will be taken to avoid naming individuals who are under 18 in the film without express permission from their parents or guardians. For external services, rehearsals, and events, this responsibility lies with the organisers.

2.13 Every care will be taken to avoid filming children in school uniform unless this is covered up in such a way that the school cannot be identified eg. by choir robes. For external services, rehearsals, and events, this responsibility lies with the organisers. For school services and school visits, an agreement by email or in writing must be reached between the cathedral and school in advance.

### **3. Photography**

3.1 Photography during services, rehearsals, or cathedral events without express prior permission is strictly prohibited. This includes taking photographs for personal or professional use on a phone or other device.

3.2 Decisions to photograph services, rehearsals, and events rest with the clergy of Birmingham Cathedral who will consult with others as appropriate.

3.3 For photography during services, photographers will be required to attend a site visit, usually at least a fortnight in advance, to agree where they will be positioned during the service. This will usually be with the Canon Precentor or the officiant on the day, and their decision is final. Access to some parts of the building is prohibited including beyond the chancel rail. Climbing on furniture or ladders is not permitted.

3.4 Photographers must make every effort to avoid disrupting services, including through movement and the noise of equipment. Any electronic sounds or beeping on devices should be turned off

before the service and shutter clicking etc avoided during particularly solemn or silent parts of services and minimised at other times.

3.5 Birmingham Cathedral will require photographers to leave if they are disruptive.

3.6 Additional fees may apply for photography.

3.7 Outside the context of services, rehearsals, or events, personal photographs may be taken inside areas of the cathedral that are open to public access provided that they do not include other people without their permission; are not disruptive; and are respectful of the surroundings. They may not be used in such a manner as may misrepresent Birmingham Cathedral or bring the cathedral into disrepute. Please note that taking photographs of children under 18, including those participating in school visits, is strictly prohibited; in the case of school visits where the school themselves wish to take photographs during a visit, it is the responsibility of the school to obtain parental consent and to agree this in advance with Birmingham Cathedral. Birmingham Cathedral will not take photographs of school visits without permission of the school, following consultation with parents.

3.8 Personal wedding photography may not be taken in the cathedral building or Cathedral Square at any time without express prior permission unless the wedding has taken place in the cathedral.

3.9 Professional photography may not be taken in the cathedral building or Cathedral Square at any time without express prior permission. Fees may be applicable. Birmingham Cathedral will usually require a copy of the photographs with permission to use them, and will credit the photographers as appropriate.

#### *Photography and safeguarding*

3.10 If a service will be photographed, we undertake to make this clear to those attending so those who need or wish to avoid being present may do so. For external services, rehearsals, and events, it is the responsibility of the organisers to let participants and others entering the building know if it is being photographed. We cannot guarantee that those who are present in the cathedral when a photographer is present will not appear in the photographs.

3.11 To safeguard children under 18 who participate regularly in services as part of the choir or via regular activity including reading or serving, general permission will be sought from parents or guardians for inclusion of their children in photographs. If their participation is as a one off, permission must be sought for their inclusion in photographs taken on that occasion. Organisers of external services, rehearsals, and events which include children under 18 are responsible for obtaining this permission for every child and confirming to the cathedral via email or in writing in advance of the service, rehearsal, or event that it has been obtained.

3.12 If vulnerable adults are playing an active role in a service, rehearsal, or event, where we are aware of the vulnerability we shall make every effort to ensure that they understand that the service is being photographed. For external services, rehearsals, and events, this responsibility lies with the organisers.

3.13 Every care will be taken to avoid photographing children in school uniform unless this is covered up in such a way that the school cannot be identified eg. by choir robes. For external services, rehearsals, and events, this responsibility lies with the organisers. For school services and school visits, an agreement by email or in writing must be reached between the cathedral and school in advance.

#### **4. Audio Recordings**

4.1 Making audio recordings during a service, rehearsal, or event without express prior permission is strictly prohibited. This includes recording for personal or professional use on a phone or other device.

4.2 Decisions to record services, rehearsals, and events rest with the clergy of Birmingham Cathedral who will consult with others as appropriate.

4.3 Recordings must be agreed in advance.

4.4 Additional fees may be payable for recording.

##### *Audio recording and safeguarding*

4.5 We undertake to make clear which services are recorded and which are not, so those who need or wish to avoid attending recorded services may do so. For external services, rehearsals, and events, it is the responsibility of the organisers to let participants and others entering the building know if it is being recorded. We cannot guarantee that those who are present in the cathedral for a recorded service will not be audible on the recording.

4.6 To safeguard children under 18 who participate regularly in services as part of the choir or via regular activity including reading, general permission will be sought from parents or guardians for inclusion of their children in recordings. If their participation is as a one off, permission must be sought for their inclusion on that occasion. Organisers of external services, rehearsals, and events which include children under 18 are responsible for obtaining this permission for every child and confirming to the cathedral via email or in writing in advance of the service or event that it has been obtained.

4.7 If vulnerable adults are playing an active role in a service, rehearsal, or event, where we are aware of the vulnerability we shall make every effort to ensure that they understand that the service is being recorded. For external services, rehearsals, and events, this responsibility lies with the organisers.

4.8 Every care will be taken to avoid naming individuals who are under 18 on the recording without express permission from their parents or guardians.