All Saints Church Staplehurst – Risk Assessment for

- Zoom services.
- uploading of recorded services to website
- streamed services

Area of Focus	Controls required	Additional information
Access to Zoom service	Login and password circulated amongst people and in places where positively minded can access	In notices, church website, village posters. Not on Facebook or other social media.
	Reserve logins available via church notices	In case of technical failure or need to abort meeting
Vigilance of incidents taking place during service	At least two leaders who have attended safer recruitment and/or lay leader safeguarding training present	Usually ST/MT/MH/AL
	Room managed by separate person(s) with this as sole responsibility	Usually TH/MH/JW/GR
	Waiting room used	Host to check settings
	Attendees muted on joining.	
	Room manager to be proactive about warning/disabling any visitor displaying inappropriate behaviour	
	Host to be aware of management of respectful shared conversations	
	Chat facility to be monitored by room managers.	Host to check chat settings
	Private Whatsapp group amongst host/management/key participants of service as alternative means of emergency communication	
	Host/safeguarding officer to make personal contact with any individual who indicates a safeguarding concern	
	Meeting to be closed by host or host/managers last to leave room	
	Recording of service will always spotlight minister/ participants/choir recording: no gallery view.	One-off participants to confirm before service that they are willing for themselves + background to be shown. Any other shots inadvertently recorded to be edited out from upload

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Guidance for participants in online services	Code of conduct to be available on church notices and website	
	Code of conduct: Everyone attending online services should: - display a safe and appropriate background. - alert other household members that they are attending an online service. - ensure that clothing and language is appropriate for a public, all age events. - keep microphones switched off unless requested to switch on. - not reveal personal or sensitive information, passwords etc online - ensure any children to be accompanied by adults visible in room. - be identifiable by their visible device name. - be aware that the service may be recorded, and that your attendance indicates your acceptance of this.	
	Participants to be advised that Sunday service/other services may be recorded and uploaded to All Saints website/YouTube	
Should a concerning or inappropriate incident occur	If possible, individual to be blocked or ejected by room manager	
	If above impossible, meeting to be immediately closed.	
	Follow up review of incident to be made by leaders/safeguarding team.	
	New meeting id created and used.	
Event for children/ young people	All communication for the event sent to parent/ responsible adults.	
	Parent/responsible adult must be in room during event OR parental consent necessary	
	Additional review of safeguarding to be made for specific events	
	No recording of events for children/young people	
Live streamed services	Note to be included in service sheet informing of where cameras are in place, and areas of the church visible	

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	Leader to welcome those who are watching streamed service or recorded version	This will further alert participants of cameras/transmission
	Notices placed at entrance to church informing of locations within reach of camera lens.	
	Cameras should be angled away from children/vulnerable adults unless prior consent has been obtained	
	Ensure off-camera spaces are available for wheelchair users	