



Livestreaming Policy

St Peter's School, York

May 2025

(Next review Easter term 2027)

This privacy notice outlines the procedures school staff must follow when they wish to 'livestream' sporting events or other performances such as concerts, plays, etc.

Background

There are times when the school may wish to livestream events undertaken at the school for a variety of purposes, such as to enhance student engagement, build team morale, coaching purposes, to publicise the work of the school, etc.

There are legal implications of capturing, using and sharing Streams, Photos and Recordings and it must be done responsibly and in compliance with the law and, in particular, data protection law. This policy is intended to help school staff be aware of their legal responsibilities when planning on livestreaming an event.

Other Policies

This policy should be read in conjunction with these other school policies:

- Staff Code of Conduct
- School Data Protection Policy
- Privacy Notice for Students
- Privacy Notice for Visitors

Key Roles and Responsibilities

All livestreaming must be done under the supervision of one of the following individuals, who will be responsible for ensuring that it is undertaken in accordance with this policy.

- The Director of Sport or their designee is responsible for livestreaming of sports events.
- Livestreaming of music performances will be supervised by <whom>?
- Livestreaming of other events will be supervised by <whom>

The School Data Manager can advise on any legal questions that arise surrounding the livestreaming of events.

The School's Designated Safeguarding Lead can advise on any safeguarding concerns that may arise.

Appropriate content for Livestreams

Care should be taken to ensure that livestream content is appropriate and would be something that participants would reasonably expect to be livestreamed. For example, livestreams of sporting fixtures would be expected to include footage of the match itself, pre- and post-match interviews and commentary. Footage taken near the changing rooms, of spectators, or footage unrelated to the match should be avoided.

Consideration should be given to the safeguarding of children in the livestream and the DSL should be contacted should there be any concerns regarding the appropriateness of livestreaming particular students.

Dealing with Concerns or Complaints

If a complaint or concern is raised about the livestreaming of an event it should be directed in the first instance to the supervisor responsible for the livestreaming. If this cannot be resolved at this level, then it should be passed on to the School Data Manager or the DSL as appropriate.

Gaining Consent for Livestreaming

It is a legal requirement that anyone whose image may appear in a livestream has given consent to be on the livestream *prior* to filming.

Consent of our own students:

In the case of a sporting fixture, the organisers can consult the 'Consent Level' on iSAMS for each of the participants to ensure that the level is either 'School Community Only', or 'Full Permissions' (also known as 'Green' or 'Blue' consent.) The Data Manager can advise how to quickly see these consents via PowerBI to facilitate this process.

Students who have not indicated their consent must not be assumed to have given consent, and must not be recorded as part of the livestream.

Consent of other teams / individuals not from St Peter's:

When a fixture is being livestreamed, the supervisor should notify and gain the permission of an official from the other team that the event will be livestreamed before the livestream starts. If the official declines this permission the match cannot be livestreamed. See Appendix A for the language that should be used for this consent.

For concerts or other events, consent must also be sought if the livestream will capture footage of individuals not from the school.

Consent of other officials

Other individuals may also participate in the match such as referees, umpires, scorers, etc. They should also be notified prior to a match of the intent to livestream the match and must also grant their consent.

Format and Storage of Consents

Consents must either be gained in physical form (such as a paper form), or via email or other electronic means. Evidence of the consent must be retained for one year following the match by the event's supervisor, after which they must be securely destroyed.

Please note that in the case of Cricket Matches, the English Cricket Board may request to see proof that these consents have been sought and retained at any time.

Placement of Cameras

To reduce the risk of capturing footage of individuals who have not granted their consent to be livestreamed, cameras must not be aimed at spectators/members of the audience for any fixture/concert/performance.

During sports fixtures, match officials/umpires should be consulted regarding the placement of cameras.

Notifying spectators about livestreaming

Signs must be placed where spectators are likely to see them notifying them that a match will be livestreamed. The signs need to contain this text:

NOTICE: LIVESTREAMING IN PROGRESS

*Please be aware that this sporting fixture is being **livestreamed** and may be recorded for later use. By attending this event, you acknowledge that you may appear in the broadcast or footage.*

If you have any concerns, please speak to an event official.

Thank you for your cooperation.

St Peter's School

Software used for Livestreaming

There are two currently-approved software packages that can be used for Livestreaming:

VEO
Frogbox

Any other packages need to be approved by IT and the Data Manager prior to use.

Software security

Software used for livestreaming must be password-protected and only the event Supervisor or their designees should be given the password to access it.

Appendix A: Consent Form for Other Teams and Officials

St Peter's School will be making a live stream of the match between our teams on [specify the date] at [specify the venue] (the "Match"). In taking part in or attending the Match you may be included in the live stream ("Live Stream"). St Peter's School would like to use the Live Stream for promoting sport, encouraging participation in sport and/or for training and education purposes (the "Agreed Purposes").

Please confirm whether you are happy for us to do so by completing this Consent Form.

Our privacy notice includes details of how we will use and protect your personal data and your legal rights in respect of it. You can get a copy from our School's Data Manager at j.clark@stpetersyork.org.uk, or on our website: <https://www.stpetersyork.org.uk/about-us/reports-policies/privacy-and-gdpr>

Name:		
Telephone Number:		
Email Address:		
I will be attending the match in the capacity of:	<input type="checkbox"/> Member of Staff (specify role) <input type="checkbox"/> Coach <input type="checkbox"/> Umpire/Official <input type="checkbox"/> Volunteer Other (please specify)	Tick all that apply

DECLARATIONS

- 1) I understand that St Peter's School may make a Live Stream of the Match. I understand that the match is a team game and that, when I attend the Match which is being live streamed it may be unavoidable for me to feature in the live stream.
- 2) If I do not give consent for the use of my image or voice to be used as described in this Consent Form, I acknowledge that St Peter's School will try to avoid taking any specific images or recordings or camera shots of me and, where that is not reasonably feasible, they will obscure or crop my image in any publication and will not use my voice in any published materials.
- 3) I understand that, by being included in the Live Stream I may acquire some rights such as copyright, performing rights or moral rights in the Live Stream that feature me but I agree that those rights will belong to St Peter's School and/or that I am waiving them in favour of St Peter's School so that they can use the Live Stream as described to me in this Consent Form.
- 4) I understand that once the Live Stream are in the public domain, St Peter's School will not have any control over any unauthorised third party or any use of them.
- 5) I understand that I do not have to give my consent to the Live Stream that feature me, but that, if I do, I will be agreeing to the Live Streams being used for the Agreed Purposes.
- 6) I acknowledge that if I make a live stream or take Audio Visual Materials at the Match, which include other people, it is my responsibility to get all necessary permissions before posting them on social media or sharing those live streams or Audio Visual Materials. If any person attends the Match with me, I will explain to them that the same responsibility applies to them.
- 7) I understand that recordings of the livestream will be kept by St Peter's school for an indefinite period of time, so that it may be viewed in the future.

Important. Please be aware, if you consent to the Livestream which features you, they may be used in every possible media such as on websites, in advertising / marketing materials, in broadcasts, in training materials, in stadium promotions, in printed publications and communications, and on social media channels. If you have any concerns, or would like to withdraw your consent, please contact our school's Director of Sport at c.mcturk@stpetersyork.org.uk

Consent:

Live-streaming and use by St Peter's School for the agreed purposes

- ☐ I consent
☐ I do not consent

Signature:

Date:

Print Your Name:

