

# Live Streaming Guidance (Events and Clubs)

## Overview and Principles

Technology is fast moving with new ideas, websites and apps being developed on a regular basis. Live streaming has become increasingly prevalent due to the ease it brings in showcasing events.

Live streaming is a live visual broadcast over the internet. All you need to be able to live stream is an internet enabled device, such as a smart phone or tablet, and a platform (such as website or app) to broadcast on. At the click of a button, you can broadcast anything you are doing across the world without delay or edit.

With the popularity of live streaming ever increasing and with children, young people and adults at risk taking part, it is important to remember that live streaming can be both unpredictable and hard to moderate which is understandably worrying for parents and carers.

It is important to ensure that all of those involved within a live stream understand what risks children, young people and adults at risk may face, and take the practical steps to make an individual's parkour and online, experience safer.

Parkour UK has some basic principles when it comes to photography, videos, and images:

- The interests and the welfare of children, young people and adults at risk taking part in parkour are paramount.
- Parents/guardians and children/adults should consent for images to be taken and used;
- Parents/guardians and children/adults have a right to decide if their images are to be taken, and how those images may be used.
- Consent for use of images will be indefinite, unless otherwise specified in the original written consent document.
- Excessive personal information accompanying images could place a child or adult in jeopardy.
- Images should never be taken in changing rooms.
- Images should only be taken by authorised persons.
- All images should be securely stored .
- In the case of images used on websites, care must be taken to ensure that no identifying details facilitate contact with a child/adult by a potential abuser.

By adopting the points highlighted in these guidelines, you will be putting into place the best possible practice to protect children, young people, and adults. Parkour UK has developed this guidance, with the Child Protection in Sport Unit (CPSU) to ensure that when live streaming is used, best practice, good guidance, and some simple steps to safeguard all of those involved are taken to keep the parkour environment as safe as it can be. This guidance has been developed in-line with Parkour UK's Photography and Video Guidance and aims to help build upon it.

This guidance does not supersede the photography and video guidance or make it redundant.

### **Using Live Streaming**

The following information and steps must be considered before live streaming an event that involves children, young people and adults at risk.

### **Consents**

Before any live streaming is undertaken, consent must be obtained from the parent/carer of the child, and the child or adult.

Consent must be sought from all individuals that will be involved. Without consent from one individual in the group, the live stream must not go ahead unless the individual without consent is in a spectator area where streaming will not take place. If a competitor does not wish to be part of the live stream the organiser must ensure that the live stream stops during this individuals run.

You must never assume someone has given consent if you cannot evidence that consent if questioned.

When the individual and parent/carer is giving consent, you must have the following answers available;

- Where the live streaming will take place (Facebook, Instagram, YouTube etc).
- Will the stream be set up in any way, such as restricting 3rd party embedding.
- What page(s)/profile(s) it will be streamed onto (if applicable).
- How the event will be advertised on the stream (venue, names).
- Who the stream will be monitored by and for what purpose.

- When the live stream will go live and when it will end.
- Once the stream has finished, where the footage may be published and/or stored.
- Where the consent forms will be stored.
- How any individual can withdraw their consent if they wish to do so.

Consent must be concise so that everyone is clear on how it will operate, this is extremely important when it comes to adults at risk and participants who may have additional needs.

The consent must not be long winded and confusing so that an individual is consenting to something they don't understand. Parkour UK has developed a basic live streaming consent form for Clubs/Events for single-use, to edit and use if required.

## **Before the Event**

Before the event, some basic steps and measures should be taken to ensure the live stream can run smoothly:

### **Get consent**

As highlighted above, consent must be obtained from each individual participant before live streaming can go ahead. Without any consent you must not live stream any event.

### **Choose the platform that you will be streaming from**

You will need to pick a live streaming platform that you wish your event to be streamed through. You will then need to familiarise yourself with the platform to understand how it works, how it is set up and what security/privacy settings can be placed on the stream. Different platforms can provide different and varying services, some for free but some come at a cost, so you should do your research across the board to ensure you find the right fit for your needs.

### **Identify who will be leading on the live stream**

You need to think about which individual will be leading on organising the live stream. This person should have a basic understanding of how the live stream is set up and works and be able to answer any questions that anyone may have around this. They must also be familiar with the platform being used and how it should be managed. They must be familiar with your responsibilities in terms of data protection.

**Location of the camera**

Before the event, you will need to look at the best place to locate a camera to ensure you get the best view of the entire course, without impeding the athlete during their run. You should also ensure that your placement won't include any spectators who may not have given consent to be part of the live stream. Make sure you are not blocking fire exits or using up unnecessary amounts of space that could be used more effectively for other needs.

The live stream needs to be considered within your event risk assessment and event welfare plan.

**Making the spectators aware**

Putting up some posters around the venue to make the spectators aware that live streaming is going on is extremely good practice. It doesn't have to be detailed, but the poster will need to identify the live streaming, where the camera is located and if they have any concerns, who to speak with.

You should consider an area for spectators who don't wish to be on the live stream.

You will need to look at having an area in the venue where you can place spectators who don't wish to be on the live stream. It could be something as basic as having their backs to the camera or sitting them in line with the camera, it really depends on the venue that you are in. Again, this should be referred to in your risk assessment and event welfare plan.

**During the Event****The live stream will need to be monitored throughout its whole duration**

You will need to have someone monitor the live stream throughout so that any incidents or inappropriate behaviour can be logged and reported. It also means that the live stream can be stopped immediately if needs be if the welfare of any child, young person or adult is put at risk.

You can also monitor comments, use of the stream and see if any use falls outside of the code of ethics and conduct. If it does, it enables you to take swift action to block and/or ban any individual who uses it inappropriately.

**Don't stream longer than needed**

You should only stream for the event and not stream for longer than required. There is no need to stream 30/40 minutes before the event, you should look to set the stream going 5 minutes before the event.

This helps prevent individuals sharing the stream too far ahead of the event to people who may seek to do harm or share on different areas of the internet. A lot of this should be covered by how the stream is set up on the platform as some prevent streams from being distributed or embedded.

### **Be prepared to take the live stream down**

Being prepared to take the stream down at any minute is vital. If you recognise that the stream is being used inappropriately and you feel the welfare of the individuals involved is at risk, you must pull the stream immediately.

### **Focus on the event itself and not the individuals**

The footage should be of the overall event itself and not be singling out individuals, with the exception of coverage of their run. Keeping the stream as general as possible helps in protecting children, young people, and adults from over-wanted attention and can lead to them being easily identified by individuals who may wish to harm them or identify them outside of the event.

### **After the Event**

Just because the event has finished, and the stream has ended doesn't mean there isn't anything left to do with it.

- Ensure the stream has ended. Always double check that once you have ended the stream, that it has ended. Depending on the device and streaming service used you may think it has ended and decide to walk off into an unsuitable area for photography use, so it is always best practice to double check.
- Remove / send / download /post the live stream. Depending on what you indicated on your live stream consent form, you may have some steps to take in terms of handling the live stream now it's out there on your platform:

*Remove* – You may wish to remove the live stream totally and keep the footage private after it has ended.

*Send* – You may want to look at sending the video out to the individuals that were involved within the live stream (such as the competitors – ensure you have permission to do this).

*Download* – You may want to download the video and keep the video footage on file for future, for editing promo videos for future events. If this is the case, you must have permission to do this.

*Post* – You may want to post the video on more platforms than it was streamed on (e.g. a club's YouTube channel).

What you do with the stream should sit within the consent form and you should not be using the video for anything other than the stated terms on the consent form.

If you use the video outside of the terms set in the consent form this will be in breach of Parkour UK's Photography and Video policy and any breaches can and will be investigated by Parkour UK.

## **Safe Sport and Live Streaming**

Clubs/gyms benefit from using images of young participants to promote and celebrate activities, events, and competitions.

However, the use of photos and videos on websites and social media and in posters, the press, or other publications, can pose direct and indirect risks to children and young people if not managed correctly.

Therefore, when it comes to live streaming, some additional advice and guidance should be considered to safeguard and protect children, young people and adults at risk.

## **Good Safe Sport Practice**

### **Display live streaming poster.**

Creating a poster and displaying this around the event is a good way of making all individuals aware of what is going on inside of your event.

It allows people to be able to position themselves in a place that suits them, and it makes sure people aren't being broadcast without their knowledge.

You have a duty of care to safeguard the individuals who are taking part in the event, but also, that duty of care extends to those who are in attendance in another capacity such as young officials and volunteers.

**Create behaviour guidelines for during live streaming**

All those involved in the sport should be reminded of the Code of Conduct to ensure appropriate behaviour throughout. This could be addressed before the event by sending out the Code of Conduct to competitors, staff and volunteers or through a pre-event meeting.

Participants should be reminded that any Code of Conduct breaches in-person or online will be reported to Parkour UK. A spectator code of conduct should also be considered and advertised throughout the venue. Parkour UK's Code of Conduct can be found on our website.

**Focus on the competitors**

With the same principles of photography and video, the stream needs to be focusing on the individuals competing at the time only.

**Always in the venue**

The stream must be kept within the venue and focused on the event. By allowing the stream to 'wander' and be used within other areas of a facility e.g. the changing rooms, may encourage inappropriate use.

It is best practice to keep the stream focused on the competition/event solely to promote the sport.

**Identify who is responsible for the stream for any concerns**

Identifying an individual who is responsible for the stream and informing everyone of this provides a point of contact if any concerns, enquiries, or questions arise.

This allows for quick fixes or action to be taken if there is any poor practice being observed or breach of policy when the live stream is underway.

**Poor Safe Sport Practice**

With any form of photography, video and use of images there is always an inherent risk when children, young people or adults at risk are involved. Being aware of poor practice when it comes to photography, images, video and live streaming will aid you in being able to spot inappropriate behaviour.

**Focusing on individuals**

Focusing on specific individuals for long periods of time and in particular, including a child's personal information alongside their image can lead to them becoming vulnerable to individuals

looking to locate, contact or 'groom' children for abuse. Therefore, focussing on their competitive run only is paramount to safe live streaming.

**Never live stream in private**

Live streaming should always take place in a public area. It shouldn't be confined to any private areas within a facility such as a meeting room or the changing rooms.

Even with the best intentions, this can lead to allegations of a safeguarding nature and warrant investigation by Parkour UK. Keeping the stream set on the event and in the main venue allows for transparency and adherence to best practice when it comes to photography, video and images of children, young people, or adults at risk.

**Too much information on advertising the live stream**

Other details identifying the sports organisation, school, or club, can be used to groom a child, young person, or adult at risk. Advertising alongside the live stream the venue name, competitors' surname, club they attend can potentially lead to individuals being identified which can be an issue.

**Leaving the stream unattended or not monitored**

Leaving the stream unattended or not monitored allows for standards to drop, inappropriate behaviour to creep into the live stream and potential unsuitable use of the live stream.

Having it monitored, ensures that standards of practice around the live stream are kept high, the use of the stream is used for its intended purpose and if there is any inappropriate behaviour or misuse occurring it can be addressed swiftly.

Parkour UK expects the event to be appropriately promoted, irrespective of the outcome and therefore commentators should show the same levels of enthusiasm for all competitors. The audience is expecting a neutral commentary bias towards any particular competitor is not acceptable. If a commentator has links to one of the athletes competing they must still not show bias, although it is acceptable for them to mention that they have previously coached or do coach the athlete in question.



## **Further Guidance and Links**

[ThinkUKnow](#) have worked with young people to understand their thoughts around live streaming and they have found that young people often do not realise that live streamed videos can be recorded.

Speak to any child, young person or adult at risks' that you work with to ensure they understand that anything they do online can be recorded without their knowledge or permission.

If you have any concerns about grooming, sexual abuse or exploitation on Facebook or on any online app or site, report to CEOP at [www.ceop.police.uk/safety-centre](http://www.ceop.police.uk/safety-centre)

For more advice and guidance around different apps and websites, please see links below to Thinkuknow and Net Aware: THINKUKNOW [Professionals](#)

For more advice and guidance around child protection and safeguarding in sport, the Child Protection in Sport Unit has advice for all which encompasses a range of different topics: [Help and advice for safeguarding children in sport | CPSU](#)

We endeavour for this guide to be up to date as possible, however due to the changing nature of social media, the information and advice in this guide may date over time.