

Below are frequently asked questions. Just click on the question that you have for a quick answer, or you can read the entire document.

## FAQ

**What is the government's guidance regarding going into schools?**

**How do I record an assembly?**

**Are there Risk Assessment guidelines for making recordings?**

**How do I share a video of a recorded assembly with a school?**

**What can my team do until we are able to return to school?**

**Where can I access Open the Book resources and videos recorded by other teams?**

**Why didn't I or my team receive recent mailings from Open the Book?**

**What are the copyright restriction for recording stories from *The Lion Storyteller Bible*?**

**What is the government's guidance regarding going into schools?**

Our guidance to Open the Book Storytellers always follows government guidelines as the starting point.

If you would like to read the government guidance, follow this link.

(Note: Older guidance may not have been removed, so you may have to scroll around a bit to get the latest updates.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

**How do I record an assembly?**

You may be able to gather as a team and record videos as restrictions ease, or you may use Zoom or some other platform for your group gathering. (Liaise with your school on which platform is appropriate for their use.) See the guidance below, which gives helpful hints and tips about how to put together your own video assembly. You may find it helpful to go to YouTube, and search 'how to use Zoom' or 'Ten fun things to do with Zoom' and watch a video on how to use this tool effectively. There are many video tutorials from which to choose.

Please continue to adhere to the Open the Book Code of Practice. Although you are not physically in the school environment, you are still engaging with children.

- Stick to the script and present the story simply, without additions or deviation, following the guidelines in the Open the Book Handbooks
- Allow each story to speak for itself, as a Bible story, not as a sermon
- Liaise closely and sensitively with schools, and be mindful of the educational environment
- Make minimal demands on schools and be aware that you are invited visitors
- Show respect and sensitivity to those of other faiths, and to those with none
- Fulfil the relevant safeguarding requirements as outlined in the OtB Safeguarding Policy and Code of Conduct

- Uphold the copyright of Open the Book material

As with all Open the Book presentations, telling the story is the most important thing, so don't compromise on your storytelling by trying to do something different.

In practical terms, here are a few suggestions about getting the best from your story:

- Only those who are safely recruited should be in the video you record. Please do not ask family members or friends to be a character in the video you make
- Choose your location wisely: do not film in a bedroom and ensure that your environment is free of any inappropriate images or references
- Although using video gives you new opportunities to be creative with your storytelling, please still stick to the script
- As well as upholding the copyright of the Open the Book materials, think carefully before using any extra videos, images or music in your video and ensure that they are free of copyright. If you would like to use any additional copyright free video, images or music, we suggest sourcing it from [www.unsplash.com](http://www.unsplash.com) and [www.bensound.com](http://www.bensound.com)
- When filming, have your recording device in landscape, not portrait position
- Film in a quiet location, so as to avoid any unintended background noise
- The closer the camera is to you, the better the audio will be. Try not to get too far away. Aim for your head and shoulders to be in shot
- Have your light source in front of you, not behind. If you are outside, you should have the sun at 45° to your left or your right. This will mean that your face is nicely lit but you won't have the light directly in your eyes. The same thinking applies to any light indoors
- Whatever background you use should be simple, but this does not mean boring. Don't feel you can only use a plain white wall. Show a bookcase, a plant or something that supports the telling of your story. Give it some thought and be intentional about what is seen behind you
- Think about any accessibility features, such as subtitles or sign language.
- Go to YouTube, search 'how to use Zoom' and watch a video on how to use this tool effectively. There are many video tutorials from which to choose

### **Are there Risk Assessment guidelines for making recordings?**

Any Risk Assessment should be completed and agreed by the sending church or organisation.

Always follow the latest government guidelines for performances, such as these:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

Relevant guidance includes:

1. Providing space for performers and other participants to be socially distanced from each other and from any audience, production team members or other individuals, wherever possible during training, rehearsal, pre-production, performance and any other form of performing arts activity.
2. Working outdoors where possible. Where this is not possible, ensuring all rehearsal, training and performance areas have maximum ventilation whenever staff or audiences are present, with particular regard to indoor and covered areas.
3. Organising and designing repertoire, rehearsals, training and performance to avoid situations where performers cannot socially distance, wherever feasible.
4. Reducing as far as possible any time that individuals are not able to maintain social distancing.
5. Positioning side-to-side or back-to-back and avoiding working face-to-face wherever possible.

**Sample Risk Assessment** for OtB videos being filmed at \_\_\_\_\_ [name venue]

| Risk  | Mitigating Measures  |
|---|--|
| Transmission of Covid 19 within OtB team                | Comply with church guidelines on not attending with Covid symptoms<br>Maximum of six persons present<br>Maintain social distancing<br>No face-to-face performing<br>Ventilation by opening doors and using extractor fan in activity kitchens<br>Minimise use of shared props/script<br>Frequent hand sanitation<br>Keep register of participants for possible use of Test and Trace |
| Transmission of Covid 19 to other users of the building | Comply with church guidelines on use of toilets<br>Comply with church guidelines on cleaning rooms after use   |
| Slips and trips leading to injuries                     | Keep areas clear of obstructions<br>Obtain assistance in moving heavy/awkward items  |
| Electric shock  | All mains-powered electrical equipment to be PAT tested  |
| Passers-by assuming premises are open to the public     | Activities kept within allocated area<br>Entrance doors locked throughout  |

Date \_\_\_\_\_

Reviewed on \_\_\_\_\_

Signed \_\_\_\_\_

**How do I share a video of a recorded assembly with a school?**

When it comes to sending the school your finished video, here are a couple of options. It will not work simply to attach your video to an email – it will be too big.

1. Upload the video to a private Vimeo or YouTube account and send the school the private link.
2. Use [www.wetransfer.com](http://www.wetransfer.com). They provide a free transfer service, using your email.

Please take a look at our website for some guidelines regarding the sharing of stories:

<https://www.biblesociety.org.uk/get-involved/open-the-book/otb-content/important-information-for-open-the-book-storytellers-with-regards-to-coronavirus-covid19/>

**What can my team do until we are able to return to school?**

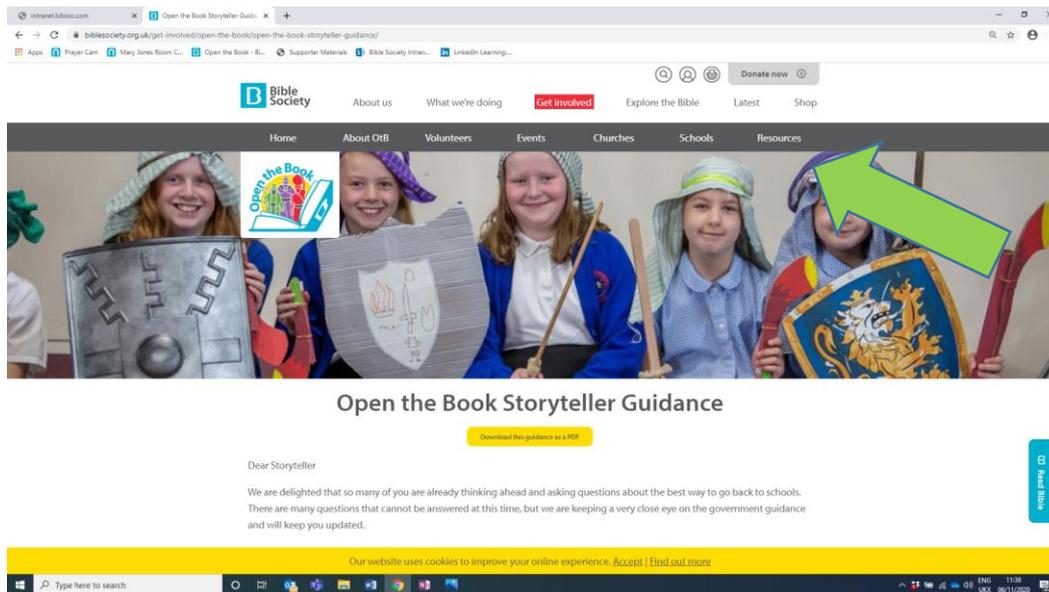
1. **Keep praying.** Pray for your team, the children, their families and your school and their staff. And in your prayers, look for what new and exciting doors God will open for you and your team during these unusual circumstances.
2. **Do some behind-the-scenes jobs.**
  - a. Update your team info with correct contact details, new team members, etc. (Go to the [team changes form](#).)
  - b. Check that everyone on your team has an OTB membership number so that they can access the resources section of our website. Does everyone on your team receive a newsletter? If not, now is a good time to sort this out for them. If you have questions about this, [contactus@biblesociety.org.uk](mailto:contactus@biblesociety.org.uk)
  - c. Recruit new team members. Who comes to mind when you think of someone you would love to have on your team? Someone in your church, or another church? Someone who loves acting? Someone newly retired? Or someone who loves children? Pray about it and start asking around. It might be just the encouragement someone needs to get involved. Ask your church if you could show an OTB video in an online service.
  - d. Practise doing OTB with puppets.
  - e. Practise your miming skills in front of a mirror for the times you don't have props.
  - f. Work on sets, props and costumes – cleaning, repairing, or making new ones.
3. **Learn and grow**
  - a. Go to YouTube, search 'how to use Zoom' and watch a video on how to use this tool effectively. There are many video tutorials from which to choose.
  - b. Do our new online training as a refresher until we can do face-to-face training again
  - c. Join a LIVE Zoom Core Training session with our staff
  - d. Come along to one of our Zoom Q&A surgeries held every Tuesday at 2 pm and every Thursday at 10 am. One of our team will be there to answer your questions, or find the answer for you if they don't know.

The above events can be found on our [website events page](#).

4. **Stay in touch with your school/s and show them you care** even though you can't come into school. See our [Open the Book Facebook page](#) for ideas from other teams about what you might do to nurture your relationship with the school. And please add your ideas to the page too.

### **Where can I access Open the Book resources and videos recorded by other teams?**

There are many resources available to registered Open the Book storytellers that can be found under 'Resources' on our website. You must have an Open the Book number\* to be able to access this area of the website. This is also where you can find Open the Book assemblies recorded by others in our Video Library.



\*If you aren't sure of your Open the Book number, look at the front page of your monthly Open the Book emailed newsletter and you will find your number there. If you don't have a number, speak to your team leader and they can register you by updating a [team changes form](#).

If you have further questions about this, please be in touch at [contactus@openthebook.net](mailto:contactus@openthebook.net)

### **Why didn't I or my team receive recent mailings from Open the Book?**

The most likely reason someone wouldn't receive emails or paper mailings from us is that they aren't a registered Storyteller, or a postal address is missing from our records. The easiest way to correct this is to ask your team leader to complete a [team changes form](#) and register you or make the changes. If you have further questions about this, please be in touch at

### **What are the copyright restrictions for recording stories from *The Lion Storyteller Bible*?**

Lion Hudson have given all teams permission to share 10% or seven stories with your schools. This has been arranged directly with Lion Hudson. Please familiarise yourself with the wording of the Lion Hudson policy below.

We also suggest you take a look at Lion Hudson's website, as it owns *The Lion Storyteller Bible*: <https://www.lionhudson.com/rights/permissions>

You verbally acknowledge *The Lion Storyteller Bible* by Bob Hartman as the source of the stories and include a caption 'used by permission of Lion Hudson Ltd.'

- You limit yourself to reading to to three stories (OtB Teams have permission for 10% or 7 Stories granted under OtB Membership) and reapply for permission for any further use.
- If posting on a website, you remove the material from your site after a period of six months, we reserve the right to request removal of the material prior to the six month deadline if we deem it necessary. (please ask any school you send a video to, to remove it after six months)

- You give permission to share it ourselves, in so doing, you tag us in the video so that we can put it on our social feeds and share it, giving you credit as the creator.
- You will include the following links to our website for the print edition:  
[www.lionhudson.com](http://www.lionhudson.com)

**Summary note on video usage of our books:**

- The video content using our titles must not be created for any commercial use.
- The videos must be of reading out the text only, please do not show the illustrations but you can show the cover of the book.
- The videos must include the copyright line from the book (Text copyright © ... etc.) and have 'Used with permission from Lion Hudson Ltd'.
- The videos can be distributed for a period of 6 months, after this they must be deleted.
- The emails containing the videos sent out to the congregation must include a link to where the book is on our website [www.lionhudson.com](http://www.lionhudson.com)

**If you need further help or clarification please contact us at [permissions@lionhudson.com](mailto:permissions@lionhudson.com)**

PLEASE NOTE: All stories from our Christian Values book and those from Storybooks 2 and 3 which are not in *The Lion Storyteller Bible* are owned by Bible Society, so you are free to use these.