

THE SHAKESPEARE BIRTHPLACE TRUST

USE OF DRONES POLICY

1.0 Purpose

The purpose of this policy is to establish guidelines for the safe, ethical, and lawful operations of drones (Unmanned Ariel Vehicles - UAV's) by employees, contractors, visitors, members of the public, or anyone acting on behalf of the Shakespeare Birthplace Trust (SBT). This policy ensures compliance with all relevant regulations and protects the safety, privacy, and security of individuals and property.

2.0 Scope

This policy applies to all employees, contractors, visitors, members of the public, or anyone acting on behalf of the Shakespeare Birthplace Trust (SBT). This policy covers the use of drones for business, research, recreational and any other purpose.

3.0 Regulatory Compliance

All drone operators must comply with the following:

- **UK Civil Aviation Authority (CAA)** - Operators must adhere to all CAA rules, including drone regulations, obtaining necessary certifications, and following airspace restrictions.
- **Air Navigation Order (ANO) 2016** - Compliance with the ANO, which outlines specific requirements for drone flights, including privacy, safety, and operational limits.
- **Data Protection Laws** - Operators must comply with the UK general data protection regulation (GDPR), and the data protection act 2018 when collecting and processing personal data through drone operations.
- All UAV Operators are also expected to comply with Drone and Model Aircraft Code issued by the UK CAA.

3.1 Drone Operation Guidelines

Drones Weighing 250g or More

Drones weighing 250g or more must be registered with the CAA, and operators must obtain an operator ID. Additionally, operators must pass the CAA's Drone and Model Aircraft Registration and Education Services (DMARES) test to obtain a flyer ID.

Whilst airborne, the drone must not be flown within 50m of people, that aren't directly linked to your activity. This includes people within buildings and vehicles.

Drones Under 250g

Drones under 250g, that have a camera and are not a toy, require the operator to be registered with the CAA but do not have to complete the flyer ID test. Drones of this weight category can fly within 50m of people, buildings and vehicles but must be kept at a reasonably safe distance.

Flight Restrictions for All Drones

Drones must not normally be flown:

- Higher than 120m (400 ft) above ground level
- Over crowds
- Closer than 150m to residential, recreational, commercial or industrial sites

- Over restricted air space (Restricted air space can be found on the CAA website)
- Beyond the visible line of sight

If a drone operator is flying outside of these parameters, then they should have specific CAA authorisation to do so, and should be able to provide evidence of this.

5.0 Prohibited Uses

The following uses of drones are strictly prohibited:

- Surveillance or observation of individuals or private property without proper legal authorisation
- Transporting or delivering illegal, hazardous, or unauthorised materials
- Harassing or endangering wildlife or livestock
- Operating in restricted or controlled airspace without CAA approval

6.0 Drone Use Across SBT Sites

Commercial Drone Use

The Shakespeare Birthplace Trust may grant permission for drone-related commercial filming in certain circumstances. Any such usage must be booked in advance and the operator must be accompanied by a member of SBT staff. It is the responsibility of the operator to ensure that their drone and its usage complies with all CAA regulations as listed above.

SBT personnel organising a drone operation on any of our sites or land should also ensure that the operator is registered, the drone is marked with the operator ID, and they possess adequate Public Liability insurance cover.

Drones Used by Visitors

The Shakespeare Birthplace Trust does not normally grant permission for private flying of drones by operators within or on our land or buildings.

All visitors to Shakespeare's Birthplace are subject to a bag inspection as a condition of entry. All visitors to Anne Hathaway's Cottage and Shakespeare's New Place may be subject to an ad hoc bag inspection.

Any drones found as a result of a bag inspection must not be permitted on site. The visitor can choose to sign the drone in at Visitor Reception where it will be stored for collection upon finishing their visit. If a visitor refuses to do so, they will not be permitted entry to the site.

Any visitors found using a drone whilst within any of our sites must be asked to stop immediately. Ask the Visitor to land the drone safely, and to sign it in at Visitor Reception where it can be collected once they have finished their visit. If the visitor refuses to do so, they must be asked to leave site.

Drones Used by the General Public

Drones are now commonly used by members of the public for various reasons including photography, videography, and general recreational use. However, drones may be used surreptitiously to support criminal activity.

Drones under 250g can be flown legally from public land over private property unless the area is restricted. All restricted airspace can be found on the CAA website.

Any suspicious behaviour by members of the public should be challenged. If a drone is seen flying over one of our sites, the following process should be followed:

- Try to locate the operator
- Ask the operator the category of their device i.e. is it below 250g? Is the device equipped with a camera?
- Ask the operator if they are registered with the CAA and if they are willing to show their operator ID
- Ask the operator the purpose of the flight
- Report the drone flight by email to the Estates Department

Employees should never put themselves in a position of danger. If a member of the public refuses to share any information or becomes aggressive, they should remove themselves from the situation.

The incident should still be reported in this instance, with as much information about the drone and what it was doing from your own observations as possible.

7.0 Policy Review

This policy must be reviewed and updated annually to ensure its effectiveness and compliance with the relevant laws and regulations.