



# Shropham Village Hall

## Social Media Policy

**Registered Charity:** 304062  
**Charity Name:** Shropham Recreation Ground and Village Hall  
**Address:** Rocklands Road, Shropham, Norfolk. NR171DU

### Social Media Statement

Shropham Village Hall uses social media to support its goal to develop the hall as the centrepiece of village life and promote the social life of the community.

### Social Media Policy Direction

Shropham Village Halls' Social Media objectives are as follows:

1. To use it as a platform to engage with the community and provide timely information, news, and updates on community events and activities.
2. To showcase local businesses and social groups that provide services and support to the village of Shropham and surrounding Parishes.

### Social Media Platforms

The primary platforms for communicating with the community, under the Management Committees' control, are:

1. Shropham Village Hall website
2. and the Shropham Village Hall Facebook page.

Content for social media channels will include:

1. Community news
2. Events
3. Details of clubs and local businesses.

### Social Media Management & Control

The Management Committee has no intention to create private community groups or host discussion forums. Third party content and/or links to the Village Halls' website and Facebook page will only be permitted on approval of the Management Committee.

Although open for public to upload posts, The Shropham Village Hall Management Committee have final approval of any content to be posted on its social media channels. The Committee will ensure Members have the skills and knowledge to use social media appropriately.

Administrative access and password control is granted only to nominated Management Committee Officers/Members.

Content is reviewed by the Management Committee and are responsible for ensuring any content is up-to-date and relevant; they are permitted to remove content not deemed appropriate.

The Management Committee will ensure that all Officers / Members are apprised of UK legislation and codes of conduct relating to social media.

### **Use of Images**

Shropham Village Hall will only upload to its Social Media outlets, images including persons or private event imagery / decoration with the explicit permission of those involved.

### **Complaints**

In the event of a complaint, the Chair will respond appropriately and ensure that the policy is complied with.

The Management Committee Officers / Members are aware of their obligations to comply with the Charity Governance Code Edition 2017 in respect of their obligations to Shropham Village Halls charity trustees (Shropham Parish Council).

In the event of an incident, The Management Committee Officer / Member notified are responsible for ensuring prompt escalation to the full Board. Nominated Committee Members will be responsible for removing content. Any abusive message will be drawn to the attention of the Chair and the Chair will provide the appropriate support to the Member.

In the event of a crisis, channels would be taken offline. The Management Committee will decide when/if an issue is of a nature that requires escalation to the Charity Commission, police or a regulatory body.

The social media policy aligns with the following policies published on the Shropham Village Hall website:

Safeguarding Policy  
Bullying & Harassment Policy  
CCTV Policy  
Alcohol & Licensing Policy

These instructions are put in place to ensure the safety and protection of any hirers using the hall and their direction is expected to be followed.