WOODMANSEY VILLAGE HALL

REGISTERED CHARITY NUMBER 1001766

SOCIAL MEDIA POLICY

PRINCIPLES

Woodmansey Village Hall Management Committee encourages the responsible use of social media. The purpose of this policy is to set out what the Committee expects from trustees, volunteers and users when using social media. Trustees and volunteers should remember that they are ambassadors for the Woodmansey Village Hall and the social media is never private.

This policy aims to:

* give clear guidance on what can be said about the Woodmansey Village Hall and its trustees, volunteers and users;
* comply with relevant legislation and protect volunteers; and
* protect Woodmansey Village Hall against liability for the actions of trustees, volunteers and users.

POLICY

Introduction

Woodmansey Village Hall Management Committee recognises that the internet provides unique opportunities to participate in interactive discussions and share information on particular topics relevant to our work using a wide variety of social media, such a Facebook, Twitter, blogs and wikis etc. This policy aims to protect trustees, volunteers and users and to encourage good judgement and common sense.

Inappropriate use of social media can pose risks to our confidential and proprietary information and reputation and can jeopardise our compliance with legal obligations.

Scope and Purpose

This policy deals with the use of all forms of social media, including Facebook, YouTube, Twitter and all other social networking sites and all other internet postings, including blogs.

The policy applie regardless of whether the social media is accessed using out IT facilities and equipment or equipment belonging to trustees, volunteers or users.

If a trustee or volunteer is found to be in breach of this policy their role may be terminated.

Trustees, volunteers and users may be required to remove internet postings which are deemed to constitute a beach of this policy.

This policy links to all other policies therefore social media should never be used in a way that breaches any of our other policies such as protection for children and vulnerable adults, equality and diversity and privacy.

All trustees, volunteers and users are responsible for the success of this policy and should ensure that they take the time to read and understand it. Any misuse of social media or questions regarding the content or application of this policy should be reported to the Chairperson.

Any content which raises a safeguarding concern must be reported to the Chairperson in line with the reporting procedures outlined in Woodmansey Village Hall Protection Policy.

Guidelines for responsible use of social media

The following sections of the policy provide trustees, volunteers and users with common-sense guidelines and recommendations for using social media responsibly and safely.

Trustees, volunteers and users must not post disparaging or defamatory statements about:

* Woodmansey Village Hall
* past or present trustees, volunteers and users;
* suppliers or vendors; or
* other affiliates and stakeholders.

Trustees, volunteers and users should also avoid social communications that might be misconstrued in a way that could damage our reputation, even indirectly. Trustees, volunteers and users should remember that what they publish might be available to be read by anyone including Woodmansey Village Hall trustees, volunteers, users and social acquaintances for a long time and should keep this in mind before they post content.

The Committee do not permit tagging of vulnerable adults or anyone under the age of 18.

Trustees and volunteers are not permitted to set up social media accounts for Woodmansey Village Hall purposes without prior consultation with the Chairperson or Secretary.

Acceptable use of the internet and email

Woodmansey Village Hall may provide volunteers, hirers and users with internet access at the hall to help their role. Such internet access is intended for hall-related activities.

All internet data that is written, sent or received through the hall computer systems is part of official Woodmansey Village Hall records. That means that we can be legally required to show that information to law enforcement or other parties. Therefore, trustees, volunteers and users should always make sure that the content of internet email messages and other transmissions is accurate, appropriate, ethical and legal.

The equipment, services and technology that trustees, volunteers and users use to access the internet at the hall are the property of Woodmansey Village Hall. Therefore, we reserve the right to monitor how the internet is used at the hall. We also reserve the right to find and read any data that is written, sent or received by trustees, volunteers and users through the hall's internet access or that is stored in the hall's computer system.

Trustees, volunteers and users may not use the hall's internet to write, send, read or receive data that contains content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating or disruptive to any other person.