

Lindridge Parish Hall
Reg. no. 523164
Social Media Policy

1. Lindridge Parish Hall uses social media to support its goal to develop the hall as the centrepiece of parish life and promote the social life of the community.
2. The halls social media objectives are:
 - To use it as a platform to engage with the community and provide timely information, news, and updates on community events and activities.
 - To showcase local businesses and social groups that provide services and support to Lindridge Parish Hall.
3. The primary platforms for communicating with the community, under the Halls control, are the halls website and the Facebook page. Content for social media channels will include community news, events, details of clubs and local businesses.
4. The hall has no intention to create private community groups or host discussion forums. Third party content and/or links to the halls website and Facebook page will only be permitted on approval of the Board of Trustees (or rep acting on behalf of the committee).
5. The Chair of Lindridge Parish Hall (or rep acting on behalf of the committee) has final approval of any content to be posted on social media channels. The management committee will ensure Trustees have the skills and knowledge to use social media appropriately. Access is granted to nominated charity trustees. Content uploaded to social media channels will be discussed with The Chair, in advance of publication. Password information is restricted to those trustees granted access.
6. Content is reviewed by Trustees assigned to social media and publicity. They are responsible for ensuring content is up-to-date and relevant; they are permitted to remove content and advise the Board of Trustees. The Trust will ensure that Trustees are apprised of UK legislation and codes of conduct relating to social media.
7. In the event of a complaint, the Chair will respond appropriately and ensure that the policy is complied with.
8. Trustees are aware of their obligations to comply with the Charity Governance Code Edition 2017 in respect of their obligations as a charity trustee.
9. In the event of an incident, Trustees responsible for social media and publicity are responsible for ensuring prompt escalation to the full Board. Nominated Trustees 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 Trustee. In the event of a crisis channels would be taken offline. The Board of

Lindridge Parish Hall
Reg. no. 523164
Social Media Policy

Trustees will decide when/if an issue is of a nature that requires escalation to the Charity Commission, police or a regulatory body.

10. Photography and filming of children for personal use.

When children, parents or carers are taking photo's or filming during the toddler or youth club sessions the images are for personal use, and the following should apply.

- Parents and carers may take photo's of their own children and must not include other children unless the parent/carer of that child gives permission.
- Parents, carers and children need to give consent for others to take and use their images.
- Photo's taken during the event are not to be shared on social media unless permission has been given by the child, their parents or carer.

11. A child is defined as anyone under the age of 18, but for the photography consent, this can be given by anyone over 16yrs old.

12. The social media policy aligns with the following policies published on the Parish Hall website:

Safeguarding Policy
Equal Opportunities Policy
Data Protection and Privacy Policy