



Woolpit Village Hall Charity (RCN 275859)

Mill Lane, Woolpit, Bury St. Edmunds, IP30 9QX

Policy for Social Media

Woolpit Village Hall Charity Trustees use social media to provide the community with relevant information relating to the hall, to encourage use of the hall and to support the promotion of upcoming events.

1. The Trustees social media objectives are:
 - To use it as a platform for engaging with the community, providing news and updates on events and activities that are taking place within the village hall.
 - To promote community groups and local businesses who provide support and services to the Village Hall and its community.

2. Social media channels for communication are essentially the Woolpit Village Hall website, Woolpit Noticeboard Facebook page, Woolpit Village Hall NextDoor page and Woolpit Village website.

3. Trustees will not endorse the creation of private community groups, or host any form of discussion forum. Third party content will not be hosted on any of our social media channels without the approval of the Trustees.

4. Content is edited and reviewed by the trustee responsible for social media and publicity. They will ensure content is relevant, appropriate and is up to date. The social media trustee is permitted to remove any material they deem to be inappropriate from any of the social media channels.

5. Content that is to be uploaded to social media will first be shared and approved with and by the Trustees.

6. In the event of any complaint being made, the procedures described in the Woolpit Village Hall Complaints Policy will be initiated. The Chair will use the outcomes of any complaint to further improve social media procedures.

7. Trustees are aware of their obligations to comply with the Charity Governance Code Edition 2017 in respect of their obligations as charity trustees.

8. In the event of an incident, those responsible for social media and publicity are responsible for reporting immediately to the full board of Trustees. Any unsuitable material will be removed as soon as it is identified. Any abusive message will be drawn to the attention of the Chair and the Board will provide support, as appropriate, to the Trustee. Depending on the severity of an incident, one or more channels may be taken offline. The Board of Trustees will decide when/if an issue is of a nature that requires escalation to the Charity Commission, police or a regulatory body.

Version Number	Signed by Chair	Date Agreed	Review Date
1.0			