

## Stannington Village Hall – Social Media Policy

### **Purpose**

This policy is to help volunteers, committee members, and anyone posting on behalf of Stannington Village Hall use social media responsibly, respectfully, and safely.

### **1. Who this policy is for**

This applies to anyone using social media to post on behalf of the hall or talk about the hall in a public way – including Facebook, Instagram, Twitter/X, and community forums.

### **2. Be respectful**

- Be polite and friendly.
- Do not post anything offensive, aggressive, or discriminatory.
- Do not get into arguments or post negative comments about individuals or groups.

### **3. Protect our reputation**

- Speak positively about the hall and its work.
- If you are unsure about something, ask a committee member before posting.
- Never post personal complaints or internal issues on public forums.

### **4. Keep information safe**

- Do not share private or sensitive information about people, bookings, or finances.
- Get permission before posting photos of people, especially children.

### **5. Use the official channels**

- Only authorised people should post on the official social media pages.
- Personal accounts must not appear to speak on behalf of the hall unless agreed by the committee.

### **6. Responding to comments**

- Be calm and professional.
- If someone makes a complaint online, direct them to the proper process or contact details.
- Avoid deleting negative comments unless they are abusive or offensive.

### **7. Review and Updates**

This policy will be reviewed each year or if needed sooner. Suggestions for updates are welcome.

Ron Blyth

10<sup>th</sup> June 2026