



Social Media Policy

1. Wighton Village Hall uses social media to promote the hall as a hub of village life and advertise its social events to the local community.
2. The Recreation Hut Charity Trustees, who are responsible for the hall, have two social media objectives:
 - To engage with the community and provide timely information, news, and updates on community events and activities.
 - To advertise the hall's availability for private hire.
3. The primary platforms for communicating with the community, under the Trust's control, are the Wighton Village Hall website, our Facebook page and our Instagram feed. Content for social media channels will include community news, events and details of activities operating from the hall.
4. The Chair of Trustees has final approval of any content to be posted on social media channels. Access is granted by the Trust to nominated persons who will normally be Trustees. Content uploaded to social media channels is the responsibility of these nominated persons and password information is restricted to them.
5. Content is reviewed by Trustees assigned to social media and publicity. They are responsible for ensuring content is up-to-date and relevant. The Trust will ensure that Trustees are apprised of UK legislation and codes of conduct relating to social media.
6. In the event of a complaint, the Chair will respond appropriately and ensure that the policy is complied with.

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. 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.

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