

Langar cum Barnstone Community Hall

Charity Trustee Account 522237

Social Media Policy

1. Purpose

This policy provides guidance on the responsible use of social media by trustees, staff, and volunteers to protect and promote the reputation of Langar cum Barnstone Community Hall.

2. Scope

This policy applies to the use of both the Hall's official social media accounts and personal accounts where comments or posts could reasonably be linked to the Hall.

3. Responsibilities

The Trustee Committee holds overall responsibility for this policy and will appoint the Clerk and one other councillor to manage the Hall's official social media accounts. Administrators are responsible for posting content, monitoring comments, and ensuring that all material is appropriate and secure. Trustees, staff, and volunteers may share official content on their personal accounts but must ensure that their posts remain respectful and consistent with this policy.

4. Use of Official Accounts

Only authorised administrators may create or delete official accounts. All posts must be accurate, respectful, and relevant to the Hall or community activities. Accounts must not share political, offensive, or discriminatory content, nor engage in online disputes. Inappropriate comments by others may be removed, and users may be blocked.

5. Personal Use of Social Media

Individuals linked to the Hall must ensure that their personal posts do not breach confidentiality, undermine the Hall's purpose, or bring it into disrepute. Any media enquiries relating to social media activity should be referred to the Chair of the Trustee Committee.

6. Prohibited Use

Social media accounts must not be used to post material that is abusive, unlawful, or breaches confidentiality or data protection. Serious misuse may be reported to the relevant authorities.

7. Review

This policy will be reviewed annually to ensure it remains appropriate and effective.

Date adopted: Thursday 18 September 2025

Review frequency: Annually