



Social Media and Online Activities Policy

As adopted 15 May 2021

1. Purpose

The St Martin's Guild ('the Guild') recognises the value of online platforms and forums. Furthermore, the Guild makes use of social media platforms including hosting a Facebook page and Twitter account. These are used to promote Guild activities and share experiences from Guild members.

The purpose of this code of conduct is to:

- Clearly outline how these platforms should be used
- State expectations of Guild members in their conduct on wider social media platforms.

The Guild expects all members to show respect to others in all aspects of their contact, including in their conduct online. This code should be read in conjunction both with the Guild's Safeguarding Policy and, where relevant, guidance outlined on the Guild's Online Activities Permission Form.

This policy applies to all members of the Guild whenever they use social media and online communication tools. Online comments should reflect the standard of behaviour which the Guild expects of all its members. Guild members will be held accountable for inappropriate online behaviour that reflects directly on the Guild.

2. The Guild's presence online

The Guild officially utilises the following online tools and means of communication:

- Website
- Facebook page
- Twitter account
- YouTube account
- Flickr account
- Zoom account.

On behalf of the Guild, the officers may create entries on external websites such as BellBoard which is administered by The Ringing World.

3. Oversight of online platforms

The Guild's use of online platforms is primarily for:

- sharing information about upcoming Guild activities

- sharing experiences of Guild events.

Guild officers will act as admins for all of the Guild-controlled online platforms. The Guild's Standing Committee, under the direction of the Guild Master, is responsible for the upkeep, maintenance and correct use of the Guild's online communication tools. In many instances, the Guild's Webmaster will be lead officer for the upkeep and maintenance of the website, Youtube and Flickr accounts; and the Guild's PR Officer will be lead officer for the upkeep and maintenance of social media channels, including Twitter and Facebook.

Guild Officers maintain the right to delete any event or comment they deem inappropriate on any of the Guild's online platforms. Guild Officers also reserve the right to remove any anonymous or pseudonym accounts.

4. Guild members' use of online platforms

The Guild expects its members to show respect to others, including in their interactions online. This includes use of social media platforms outside of the Guild's immediate remit.

All Guild members should be mindful:

- that comments they make may be visible to other ringers under the age of 18 and/or those deemed vulnerable
- to avoid making personal comments which may cause offense or hurt to others
- that it can be difficult to know the full consequence that a comment can have on others
- that it often is the case that members will not know the full facts pertaining to a particular situation
- that it is often more appropriate to draw someone's attention to an issue privately rather than drawing attention to it publicly
- that if you are an admin of an online group, you have a responsibility to oversee and consider the conduct of others within your group.

Guild members should not use social media forums to undermine the Guild's reputation, nor post content which may cause offence and/or bring the Guild into disrepute.

5. Contacts

- St Martin's Guild Safeguarding Officer (Trish Everett):
07968 362501 / 0121 449 1088 / trish_everett@hotmail.com
- Diocese of Birmingham Safeguarding Team: <https://www.cofebirmingham.com/safeguarding>
- Domestic Violence Helpline: 0808 2000 247

6. Review of policy

This policy was agreed by the St Martin's Guild at a Business Meeting held on [DATE]. Any amendments to this policy require the approval of a Business Meeting. The policy will be kept under continuous review to ensure its relevance and compliance with the law.