



Social Media Policy

Applies to all CFMH Trustees, volunteers and contractors using social media for CFMH or where posts may be linked to CFMH.

Review: at least every 2 years (or sooner if needed)

Roles & official channels

- Lead contact: Hall Manager (day-to-day posting/monitoring). Trustees provide direction/approval as needed.
- Only authorised people may access CFMH accounts.
- Current channel: Facebook (CFMHall).

Rules for posting (CFMH accounts)

- Post only content that benefits CFMH and reflects an agreed position; check facts before posting.
- Be helpful and respectful; respond promptly where appropriate; pause and re-read before posting.
- No personal opinions on CFMH accounts (including via likes/shares) if it could be read as CFMH's view—ask the Chair if unsure.
- Do not post about identifiable people (including children) without consent; label third-party content clearly.
- Do not create new CFMH pages/groups/accounts without Trustee approval.
- If a complaint/issue could escalate, do not engage—refer to the Chair (or another Trustee) immediately.

Personal accounts

- You may use social media personally, but avoid harming CFMH's reputation and never disclose confidential information.
- If you mention/promote CFMH, make clear you speak personally (e.g., "Views are my own and not necessarily those of Cheddon Fitzpaine Memorial Hall").
- Do not use CFMH logos/branding without Trustee approval.

Legal & safeguarding essentials

- No defamatory statements about people or organisations.
- Respect copyright: don't use text/images/video without permission and proper acknowledgement.
- No discrimination, bullying or harassment on any account.
- Extra care with under-18s and vulnerable people; follow CFMH Safeguarding Policy and seek Trustee advice if anyone may be at risk.

Photos at events

- Tell attendees photos will be taken, why, where they may be used (e.g., Facebook/website/press), and how long they'll be kept; provide an opt-out contact.
- Get parent/guardian consent for identifiable children and respect any refusal.
- Photos are personal data—handle in line with CFMH Privacy Policy.

Breaches

Breaches may be investigated and may result in removal of access and/or a request to stop volunteering/contracting with CFMH.

Issue Control - Approval and Review

Issue No	Approved By	Approval Date	Main Changes	Review Period
1.0	Trustees	14/09/2026	Initial draft approved	2 yearly