



## SOCIAL MEDIA POLICY

This policy covers the actions of members and congregation, employees and volunteers at Coventry Central Hall (CCH) and hirers of the premises known as Coventry Central Hall.

CCH recognises that many people make positive use of social media for business use and in a personal capacity. Whether acting on behalf of CCH or in a personal capacity, we must be aware that damage can be done to our reputation and media presence if the work we do is not safe and respectful. This policy aims to ensure that where we use social media we are, as in all other areas of our work, ensuring that safeguarding is central to the work at CCH.

We will support and promote the use of, social media, alongside other media, for the sharing of good news, helpful resources and communications that encourage people to come to CCH, either to worship, hire the premises, work, volunteer or just seek a warm, safe space.

### **GUIDELINES:**

Any communication made through digital and social media will:

- not bring CCH or the Methodist Church into disrepute
- not breach confidentiality nor copyright
- not do anything that could be considered discriminatory against, or bullying or harassment of, any individual or group
- not contain content or images that are discriminatory or offensive (or links to such content)
- not be abusive or threatening or sexual or inappropriate in nature (or links to such content)
- Anything posted must keep within the core subject of the particular group, or the core mission of CCH and the wider Methodist Church.
- Posts about activities or issues that are not specifically Christian in nature are permissible if they are of help to the work of CCH or the Methodist Church within this circuit.
- Each person posting is accountable to the trustees of CCH for the things they do, say or write on CCH's social media and we will make this clear on each social media platform.
- Text and images shared can be public and permanent, even with privacy settings in place and so we expect contributors to show respect for all people, and to generate good conversations.
- If you're not sure, don't post it.

### **ADMINISTRATION:**

There will be a minimum of 2 administrators for each CCH social media platform, with a member of the Staff / Church Leadership Team being one of these as appropriate.

Administrators for any CCH social media will be appointed by the Church Leadership team or staff team, whichever is appropriate, and recruited according to safeguarding principles. The administrators of each CCH social media platform, will make sure that the Church Safeguarding Officer and Minister are kept informed of any safeguarding concerns and will keep in touch with the Circuit Safeguarding Officer for any monitoring and advice.

The administrators have the right to delete posts.

The rules for each account will be posted on the appropriate platform we will also post the links to these on the website. Passwords for the accounts will be kept by the Staff Management Team and 'spot checks' may be carried out at any time.

Responsibility for oversight of digital and social media communications and reputation management lies with the trustees of CCH.

Signed: D. Marshall Review: feb '27  
7.2.26

OCT 24