



SOCIAL MEDIA AND WEBSITE POLICY

In this context, Social Media means Facebook, Twitter, Instagram and the BMCDS / BYG website.

- The BMCDS Committee will appoint a Social Media Officer and Support Manager, they will be co-opted onto the committee as a member with voting rights.
- The Social Media Officer is responsible for administering and managing all Social Media accounts and their posts.
 - They would normally administer and control all posts personally, but can delegate this to a third party – for example when on holiday.
- The Support Manager is responsible for administering and managing the BMCDS / BYG Website.
 - Website content is not sufficiently “instant” to require holiday cover.
- Before posting on, or accepting posts for, Social Media or the Website, they must ensure that information is:
 - Correct
 - Appropriate language is used
 - There are no misleading or defamatory statements and that text does not bring BMCDS / BYG into disrepute
- Before posting photographs or video, they must ensure that:
 - Relevant permissions have been received
 - Material is compliant with the BMCDS / BYG Safeguarding Policy and Procedures