



The Parish of Holy Trinity Sunningdale PARISH POLICY ON USE OF SOCIAL MEDIA

The following policy was agreed at the Parochial Church Council (PCC) meeting held on...21.11.23.....

In accordance with Church of England guidelines and culture, our Church is committed to:

- Use all forms of Social Media with the upmost integrity, transparency and responsibility
- Have a 'Named person' or persons, in place who is ultimately responsible for all content posted and shared, and who holds all passwords and security information
- Review our Social Media policy on an annual basis
- Use Social Media to be a good ambassador for our Church, the Diocese, and the wider Church
- Add value through our use of Social Media by providing useful links, information, support and perspective

Holy Trinity Church Sunningdale currently use: Facebook, Whatsapp (prayer groups), Youtube

Our Named person(s) are: Facebook: Amanda Carley Youtube/Whatsapp: Revd. Jon Hutchinson

Holy Trinity Church Sunningdale and all who use, respond to, share or interact with our Social Media accounts on its behalf, agree to:

- Report any concerns. The safety of children, young people and vulnerable adults must be maintained. If you have any concerns over something you see on our Social Media, please speak to the Named person or the Parish Safeguarding Officer (PSO)
- Be accountable for the things we do, say and write. Text and images shared can be public and permanent, even with privacy settings in place
- Acknowledge the work of others. Respect copyright and always credit where it is due. We will not release sensitive or confidential information and will always question the source of any content we share
- Abide by the terms and conditions of the various social media platforms themselves
- Recognise that everything written, shared or posted is permanent and may be viewed by anyone at any time; and that everything can be traced back to its origin
- Keep church account/s and profiles separate from personal social media accounts e.g. only use a Facebook page, Twitter or blogs for public ministry, while keeping a separate Facebook profile for private life
- Disagree well. Some conversations can be places of robust disagreement and it's important we apply our values in the way we express them
- Always ask parents/carers for written consent to use and store photographs of children/young people from activities or events in official church publications, or on the church's social media, website and displays
- Always ask parents/carers for written consent to use telephone, text message, email and other messaging services to communicate with young people
- Always ask parents/carers for written consent to allow young people to connect to the church's social media pages
- Only use an approved church/ministry account to communicate with children, young people and/or vulnerable adults. The Named person should be able to access this and review conversations, and the account should be visible to young people and their parents
- Make it clear to young people that any communication with them will be viewed by all users. We will save any messages and threads through social networking sites, so that we can provide evidence to the Named person of your exchange when required
- Avoid one-to-one communication with a child or young person
- We will use clear and unambiguous language in all communications and avoid abbreviations that could be misinterpreted

- Save and download to hard copy any inappropriate material received through social networking sites or other electronic means and show immediately to the Named person, PSO, incumbent or, if appropriate, Diocesan Safeguarding Adviser
- Not use visual media (e.g. Skype, Facetime, Zoom) for one-to-one conversations with young people – we will use these only in group settings
- Not allow any content to be posted or shared that contains contents or links to: Libellous, defamatory, bullying or harassing statements, breaches of copyright and data protection, material of an illegal nature, offensive, racist, homophobic, sexual or abusive references, inappropriate language, anything which may be harmful to a child, young person or vulnerable adult, or which may bring the church into disrepute

Named person(s) signatures: *As Carter* *J. Hutchinson*

IncumbentRevd. Jon Hutchinson.....

ChurchwardensCarol Elsasser and Michael Grist.....

PSORebecca Meadows

Signed on behalf of Sunningdale PCC *Carol Elsasser* PCC Secretary

Date: *17/1/24*