

SOCIAL MEDIA POLICY



EDUCATING
THE FUTURE

Policy number:		Version:	1
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Responsible person:	Governance Committee	Scheduled review date	

INTRODUCTION

Social media such as Twitter, Facebook, Instagram, LinkedIn, YouTube and blogging represent a growing form of communication for not-for-profit organisations, allowing them to engage their members and the wider public more easily than ever before.

However, it is also an area in which rules and boundaries are constantly being tested. This policy acts in conjunction with Educating the Future's Media Relations Policy in order to maximise our social media reach while protecting our public reputation.

The term 'social media' refers broadly to any online media which allows for user participation, interaction or publishing.

PURPOSE

Educating the Future may choose to engage in social media such as:

- Twitter
- Facebook
- Instagram
- LinkedIn
- Google+
- YouTube

Educating the Future seeks to encourage information and link-sharing amongst its membership, staff and volunteers, and seeks to utilise the expertise of its employees and volunteers in generating appropriate social media content.

At the same time, social media posts should be in keeping with the image that Educating the Future wishes to present to the public, and posts made through its social media channels should not damage the organisation's reputation in any way.

Due to the fast-moving nature of social media and the constant development of new social media programs, it is important that this policy and its procedures be reviewed at regular intervals.

CORE POLICY

Educating the Future's social media use shall be consistent with the following core values:

- **Integrity:** Educating the Future will not knowingly post incorrect, defamatory or misleading information about its own work, the work of other organisations, or individuals. In addition, it will post in accordance with the organisation's Copyright and Privacy policies.
- **Ethicality:** Educating The Future will only use images, messages and stories that have been obtained from an external resource, when permissible and the source acknowledged
- **Professionalism & Consistency:** Educating the Future's social media represents the organisation as a whole and should seek to maintain a professional and consistent tone in both purpose and values. Staff and volunteers may, from time to time and as appropriate, post on behalf of Educating the Future using its online profiles, but the impression should remain one of a singular organisation rather than a group of individuals.
- **Information Sharing** Educating the Future encourages the sharing and reposting of online information that is relevant, appropriate to its aims, and of interest to its members.

Educating the Future should seek to grow its social media base and use this to engage with existing and potential members, donors and stakeholders. At the same time, a professional balance must be struck which avoids placing the organisation's reputation at risk. Risk mitigation will also be a high priority and the following actions will take place before any publication:

- Where possible and appropriate, names of individuals photographed should be used when captioning an image to give people a voice and identity.
- Anything composed about an individual/organisation will be approved by them before publication, and must be reapproved if republishing at a later date.
- All file labels should be created so when sent electronically they do not reveal information about a child.
- When taking and uploading photos, geo-tags are to be turned off on the camera
- All publications containing photographs that can identify people should be matched to the information consent form collected from that person (located in the information release register).
 - Expiry dates of consent forms must be checked, as they contain a duration of consent (1,3 or 5 years)

AUTHORISATION

<Signature of Board Secretary>

<Date of approval by the Board>

Educating the Future

SOCIAL MEDIA PROCEDURES

RESPONSIBILITIES

The coordination of Educating the Future's social media management will be the responsibility of the marketing team, with the marketing team leader acting as the communications focal point. This will be managed by the Leadership Team who are required for approval before each and every publication.

The marketing team will oversee expansion of social media and help to develop the Social Media Strategy in line with the organisation's Media Relations Policy (OR Marketing strategy). Further, the marketing team will create and edit, in advance, a monthly communication plan which schedules and outlines all potentially viable publications.

Staff and volunteers may, from time to time and where appropriate, post on behalf of Educating the Future using the organisation's online social media profiles. This is to be done only with the express knowledge and authorisation of the Leadership Team.

The Leadership Team has ultimate responsibility for:

- Ensuring that all posts are in keeping with Educating the Future's core Social Media Policy.
- Ensuring appropriate and timely action is taken to correct or remove inappropriate posts (including defamatory and/or illegal content) and in minimising the risk of a repeat incident.
- Ensuring that appropriate and timely action is taken in repairing relations with any persons or organisations offended by an inappropriate post.
- Moderating and monitoring public response to social media, such as blog comments and Facebook replies, to ensure that trolling and spamming does not occur, to remove offensive or inappropriate replies, or caution offensive posters, and to reply to any further requests for information generated by the post topic.

It is important to maintain the balance between encouraging discussion and information sharing, and maintaining a professional and appropriate online presence.

Delegation

Social media is often a 24/7 occupation; as such, such responsibilities as outlined above may be delegated by the Leadership Team to another appropriate member.

PROCESSES

Approval Process

The Marketing team will create the social media content, which will then be approved by at least 1 member of the Leadership Team. The approval process must ensure that all content is in line with the vision and mission of ETF as well as having no spelling or grammatical errors.

Posting to social media

Before social media posts are made, volunteers and staff should ask themselves the following questions:

- Is the information I am posting, or reposting, likely to be of interest to Educating the Future's members and stakeholders?
- Is the information in keeping with the interests of the organisation and its constituted aims?
- Could the post be construed as an attack on another individual, organisation or project?
- Would Educating the Future's donors be happy to read the post?
- If there is a link attached to the post, does the link work, and have I read the information it links to and judged it to be an appropriate source?
- If reposting information, is the original poster an individual or organisation that Educating the Future would be happy to associate itself with?
- Are the tone and the content of the post in keeping with other posts made by Educating the Future? Does it maintain the organisation's overall tone?

If you are at all uncertain about whether the post is suitable, do not post it until you have discussed it with the Leadership Team. A few moments spent checking can save the organisation big problems in the future.

Damage limitation

In the event of a damaging or misleading post being made, the Leadership Team should be notified as soon as possible, and the following actions should occur:

- The offending post should be removed.
- Where necessary an apology should be issued, either publicly or to the individual or organisation involved.
- The origin of the offending post should be explored and steps taken to prevent a similar incident occurring in the future.

If the mistake seems set to grow, or to cause significant damage to the organisation's reputation, revert to the Media Relations Policy.

Moderating social media

The reputation of Educating the Future is first and foremost, and this involves maintaining a safe and friendly environment for its members.

From time to time social media forums may be hijacked by trolls or spammers, or attract people who attack other posters or the organisation aggressively. In order to maintain a pleasant environment for everybody, these posts need to be moderated.

Freedom of speech is to be encouraged, but if posts contain one or more of the following, it is time to act:

- Excessive or inappropriate use of swearing
- Defamatory, slanderous or aggressive attacks on Educating the Future other individuals, organisations, projects or public figures
- Breach of copyrighted material not within reasonable use, in the public domain, or available under Creative Commons license
- Breach of data protection or privacy laws
- Repetitive advertisements
- Topics which fall outside the realms of interest to members and stakeholders, and which do not appear to be within the context of a legitimate discussion or enquiry.

If a post appears only once:

- Remove the post as soon as possible
- If possible/appropriate, contact the poster privately to explain why you have removed the post and highlighting Educating the Future's posting guidelines.

If a poster continues to post inappropriate content, or if the post can be considered spam:

- Remove the post as soon as possible
- Ban or block the poster to prevent them from posting again.

Banning and blocking should be used as a last resort only, and only when it is clear that the poster intends to continue to contribute inappropriate content. However, if that is the case, action must be taken swiftly to maintain the welfare of other social media users.

The decision to block, ban and remove posts ultimately lies with the Communication Officer, but may, at their discretion, be delegated to responsible staff and volunteers.

AUTHORISATION

<Signature of Managing Director>

<Name of Managing Director>

<Date>