



# SEVENOAKS AND TONBRIDGE BAND COMMUNICATIONS POLICY

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## Our commitment

Electronic communication is essential for sharing Band news and information. Our communication will be timely, appropriate and related to Band business.

## What we will do

We use a range of electronic tools to communicate with our members.

Our communication will protect members' privacy, maintain clear boundaries and ensure that bullying and harassment does not occur.

A webmaster will be appointed to provide accountability and control over material published on the Band website and any related discussion groups or social media websites, such as Facebook or YouTube.

## Website

- Our website will include current information on forthcoming events, policies, constitution and rules.
- No offensive content or photos will be published.
- If we intend to publish a photo of a child, we will first seek permission from his or her parents, and take care not to provide identifying information.
- We will seek feedback from members to improve the information available on the site.

## Email and SMS

Committee members may use email and SMS to provide information about concerts, Band-sanctioned social events and other Band business. However:

- email communication will be used when more information is required
- SMS messages should be short and about Band matters
- communication involving children aged under 18 will be directed through their parents.

## **Social media websites**

- We treat all social media postings, blogs, status updates and tweets as public 'comment'.
- Postings (written, photos or videos) will be family-friendly and feature positive Band news and events.
- No personal information about our members will be disclosed.
- No statements will be made that are misleading, false or likely to injure a person's reputation.
- No statements will be made that might bring our Bands into disrepute.
- Abusive, discriminatory, intimidating or offensive statements will not be tolerated. Any offending posts will be removed and those responsible will be blocked from the site.

## **What we ask you to do**

We expect our members to conduct themselves appropriately when using electronic communication to share information with other members or posting material referring to the Band on public websites.

Electronic communication:

- should be restricted to Band matters
- must not offend, intimidate, humiliate or bully another person
- must not be misleading, false or injure the reputation of another person
- should respect and maintain the privacy of members
- must not bring the Band into disrepute.

## **Non-compliance**

Under certain circumstances, cyber bullying (e.g. bullying that is carried out through an internet service such as email, a chat room, discussion group, instant messaging or website) is a criminal offence that can be reported to the police.

Publishing false or misleading comments about another person in the public domain (e.g. Facebook, YouTube or Twitter) may result in liability for defamation.

In accordance with the Constitution, members may face disciplinary action for sending inappropriate electronic communication or posting online content or comments that harass, offend, intimidate or humiliate another member,