

# **Wivenhoe Musical Theatre Group**

## **Social Media Policy**

This policy applies to Wivenhoe Musical Theatre Group (WMTG) and its committees.

### **Communication platforms**

WMTG and many of its members participate in social networking using websites and portals such as (but not exclusively) Facebook, Instagram, WhatsApp, TikTok, Threads and X (formerly known as Twitter) and YouTube. The Society uses a closed group via WhatsApp for Committee members only and there is an unofficial Society-based forum on Messenger which allows communication and support for members throughout the year, which is outside the remit of the Committee. Only the relevant people are invited to join the Committee's WhatsApp group and any other group which may be set up on a short-term basis for show-related communication. We also have a public WMTG Facebook group used to share information to a wider audience of members, including previous and potential members, and whilst still monitored by us, this group is not a confidential forum.

### **Expectations of WMTG Members using Social Media**

Whilst those invited to join these groups are free to use them as a communication and social networking tool, we ask that **everyone ensures that they do not breach the law, defame the Society or any other members of the Society. This applies in addition when posting about the Society on personal accounts.** We respect a member's right to personal opinions and the freedom to voice these within our social media groups and on our public Facebook page, using their personal social networking accounts/pages, but we ask all members and appointed/employed individuals to:

- Make every effort that is reasonably possible to treat other members with dignity and respect
- Ensure that any personal views expressed are clearly stated as theirs alone and not representative of the Society's views
- Ensure that they do not conduct themselves in a way that is detrimental to the Society
- Take care not to allow their interaction online, both on personal social networking accounts/pages and within any members and/or production Facebook or other social media groups and forums, to damage or perceive to damage working relationships between individuals involved in any of our productions and activities
- Never include material that is abusive, defamatory, sexist, racist, or that could be interpreted as inciting hatred towards others, discrimination, prejudice, harassment or bullying
- Consider the privacy of other members and not to post photos, videos or details of internal conversations that may identify them without their permission. This includes personal information such as private

addresses, phone numbers, email addresses or other online contact details, unless expressly desired by that person

- Obtain the permission of their parent or guardian before submitting a comment if under the age of 16
- Ensure that any information posted about the Society is factually correct
- Obtain permission from the Committee before embarking on a public campaign using social media
- Be careful not to breach copyright
- Raise any issues or concerns related to the Society and its productions or activities directly with the relevant personnel and/or committee rather than inciting open discussion on social media platforms, groups and/or forums

If posts or comments made to any of our Facebook groups and social media platforms are deemed to be in breach of the above conditions they may be deleted or will not be approved.

**We expect all members and appointed individuals to read and abide by the terms of this policy.**

In addition, we expect those appointed as administrators of Society social media pages, groups, accounts and websites to monitor the pages/groups/accounts/websites they have been assigned to, to ensure members adhere to our social media policy, reporting any violations of this policy and/or any evidence or incidences of bullying, discrimination and/or harassment to the Chair of the Committee as and when necessary and taking appropriate action, such as removing any inappropriate material posted, to safeguard the Society; its members, volunteers and employees; and the wider community.

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