



St Anne with Holy Trinity, Brondesbury

Confidently sharing the love of Christ

Policy Number: 16

Policy Title: Use of Social Media and Zoom Policy

Last reviewed: 2019 Adopted by PCC November 2022

Social Media

Many platforms for **social media** may be used by the church and its members. In all cases members are asked to respect the public nature of these forums.

Staff are required to follow the terms of their contract in relation to use of Social Media and Safe Guarding.

When using Social Media we adopt the Church of England's Social Media principles to:

- **Be safe.** The safety of children, young people and vulnerable adults must be maintained.
- **Be respectful.** Do not post or share content that is sexually explicit, inflammatory, hateful, abusive, threatening or otherwise disrespectful.
- **Be kind.** Treat others how you would wish to be treated and assume the best in people. If you have a criticism or critique to make, consider not just *whether* you would say it in person, but the tone you would use.
- **Be honest.** Don't mislead people about who you are.
- **Take responsibility.** You are accountable for the things you do, say and write. Text and images shared can be public and permanent, even with privacy settings in place. If you're not sure, don't post it.
- **Be a good ambassador.** Personal and professional life can easily become blurred online so think before you post.
- **Disagree well.** Some conversations can be places of robust disagreement and it's important we apply our values in the way we express them.
- **Credit others.** Acknowledge the work of others. Respect copyright and always credit where it is due. Be careful not to release sensitive or confidential information and always question the source of any content you are considering amplifying.
- **Follow the rules.** Abide by the terms and conditions of the various social media platforms themselves. If you see a comment that you believe breaks their policies, then please report it to the respective company.

We also invite members of our congregation and staff to sign up to the Church of England Digital Charter

<https://www.churchofengland.org/resources/our-digital-charter>

Zoom and Interactive Meeting Platforms

When using Zoom or similar platforms for worship or Trustee meetings the same rules of conduct will apply to meeting in person. We will show respect to each other and adhere to the Code of Conduct.

Security

For security purposes, please ensure that the Zoom meeting ID, password and phone number are not shared with anyone who is not entitled to attend the meeting. *In the case of Worship this is a public event, and so may be shared with anyone who wishes to attend.* **You are responsible for those who access any virtual meeting from your location.**

Etiquette

- In order to keep out background noises, all members will be on mute at the start and during the meeting. Members should unmute to speak (symbol at bottom left of screen) and mute again when finished.
- Be prepared as you would be for any act of worship or meeting.
- If possible, attend the meeting in a quiet space, away from other family members and pets.
- Check the view people will get from your camera and remove anything in the way or which might cause a distraction; or you would rather others didn't see.
- Join the meeting in plenty of time, try joining or dialling in at least 5 minutes before the start so that if you have any connection issues you have time to resolve them.
- Participating successfully in a virtual meeting can be difficult. Try not to speak across others or interrupt and where possible wait to be invited to speak by the Chair. If you do start to speak at the same time as someone else, pause and offer them the opportunity to go first
- In the event that you are in a confidential meeting, ensure that others in your location will not be able to hear the business being discussed.