

## OAKHALL CHURCH SOCIAL MEDIA POLICY

### Introduction

***“Let your conversation be always full of grace, seasoned with salt, so that you may know how to answer everyone”. Colossians 4:6.***

Social media is a powerful communication tool but there is a risk of posting inappropriate content that can be shared quickly but is hard to undo. The line between personal and professional lives can also overlap.

The purpose of this policy is to maximise the benefit of social media within Oakhall Church (OHC), to understand and manage the risks associated, and to ensure that our processes are legal and keep people safe.

### Application of this policy

This policy is intended for staff members, leaders and volunteers who are posting on behalf of OHC whether using personal or OHC devices. It is intended to support the Gospel ministries of OHC while operating legally and protecting the charity and its purposes.

The team member for external communications is responsible for day-to-day management of social media channels at OHC. Only those authorised to do so by reason of their responsibilities within OHC are authorised to post on behalf of OHC.

### How we use social media to deliver our purposes.

We use social media to reach out and communicate our ministries, to engage with people (whether outside our church fellowship or inside it), to participate in conversations and to point to Jesus.

OHC uses the following social media channels to share news of future events, to invite participation, and to provide links to past talks and events:

Facebook: [Oakhall Church | Caterham | Facebook](#)

Instagram: [Oakhall Church \(@oakhallchurch\) • Instagram photos and videos](#)

YouTube: [Oakhall Church - YouTube](#)

Twitter/X:

WhatsApp: used by OHC small groups

All content that is posted has a purpose and benefit that reflects our vision and values.

We do not host private community groups or discussion forums.

### Our guidelines for use of social media

- Posts will be polite and respectful in nature.
- Content will be factually accurate.
- Responses to postings will be considered in tone and content and timely in nature.

- Content that refers to OHC partners and attendees will only be posted with their permission.
- Images that clearly identify a child or young person will be posted only with consent of parent or guardian.
- Participants will avoid giving personal views or opinions via OHC social media, either directly or by sharing, forwarding, “liking “or “retweeting” content.
- Staff employed by OHC are aware that anything made public on their personal social media channels might affect how people perceive OHC. They will use common sense in presenting themselves to the public. They will avoid use of social media channels with young people who are disqualified on age grounds.
- Use of personal social media accounts will be separated from accounts in the name of OHC.
- Posters are not encouraged to risk their personal safety or break copyright and intellectual property rights in securing content such as images and video footage.
- If the press contacts someone about social media posts, they are referred to the OHC team leader with responsibility for external communications.
- Posters will be careful to ensure privacy online, being cautious about sharing personal information.
- Contacts between OHC youth leaders and young people are only made using OHC accounts and not personal accounts.
- Young people are made aware of the risks of communicating and sharing information online.
- Social media channels are not left un-attended for long periods.

### **If things go wrong**

- The Church leadership is responsible for the oversight of content on social media channels, compliance with the law and any codes of conduct, and handling of any social media crisis.
- Any content that is regarded by OHC as offensive, inaccurate or misleading will be removed.
- Any complaints or grievances expressed via social media will be addressed promptly and in line with OHC Policy on Complaints and Grievances.

Review date: 30 October 2025