St Matthews BRISTOL

Instagram and Facebook Guidelines for accepting new followers and monitoring posts and messages.

These are the approved guidelines for the nominated people who have the responsibility of controlling Facebook and Instagram

1. You must regularly check both, being mindful of our safeguarding policy.
2. Hide offensive comments by clicking on the *Settings, privacy , comments.*
3. Use *Settings-privacy-* This means that only people who are followers can see the posts. This means anything posted won't be available for anyone else to see.
4. When you post something you go to the top right of the page where there are 3 dots...click on that and turn off comments if required.
5.We need to try to be vigilant that anything we share or post is genuine news, not fake and that it's from a genuine charity or organisation. So this means that if someone was to click on the post and then to the source,   that it's not a scam with a fake link.
6. PCC to agree all platforms that we use...that we engage with all social media platforms and electronic resources useful to the church, and that they are safe and secure. Any new platforms to be agreed by the PCC.
7.Photos and videos - that we have consent to use anyone's photos and, if there is an event, to announce beforehand that there will be photos taken, allowing people to step out of the photo, plus consent from parents for any children under 18.
8.Refer to flow chart attached as a guide for whoever is controlling the Instagram Church page. The standard reply would be ' thank you for contacting St Matthews Church - please email office@stmatthews-bristol.org.uk for more information on how you can become a follower of our Instagram page, since you appear to be under 18.'

Person requests to follow church page or request to direct message

Over 18 and known to the church

Accept

Over 18 Not known

Look at their page. If they
have many followers and appropriate
pictures posted, accept them.
If not deemed suitable then request
That they are rejected.

Seems under 18 we don't know them

Reply with our set message
asking them to contact the
church office.

Under 18 and we have parental consent

Accept