

Friends of Riverside Primary School

Social Media Guidelines

Friends of Riverside Primary School (FoRPS) have a private (secret) Facebook group and a WhatsApp group which are used to keep in touch with members and to assist with the smooth running of events.

In order to ensure that these groups are used within the best interests of the organisation we have put together a quick reference guide as to how this group should be used.

- **Sharing of information.** Meeting dates / times / updates or changes of arrangements will be posted on the groups. If you are posting, if appropriate, please make sure you also update anyone not on the groups via another way.
- **Event updates.** Using groups is an efficient way of keeping members up to date with the current situation in your delegated area (bookings made, etc.) and is encouraged (it often avoids things being duplicated, etc.). If necessary please also make sure updates are shared with members not using groups as appropriate.
- **Sharing ideas.** One of the main advantages of the groups is that ideas (especially photos) can be shared with several members quickly and easily. This should only be used as a way of informally gaining advice/feedback from the group.
- **Important decisions.** If an important decision is needed (i.e. if an event should be run) it should be done via a Committee or Planning Meeting so that a proper discussion can be had and everyone's opinion shared. Obviously, smaller decisions that you'd like other member's feedback on (i.e. 'do you think this or that product would be more popular?') are welcome, but all participants should remember and respect that these decisions ultimately lie with the person who has been delegated that area of work. If an important decision is needed quickly before the next available meeting you should contact the Chair, Secretary or Treasurer directly.
- **Respect the work of others.** If a particular area is being led by another member of the group then please be respectful of this and share your idea with them individually first. Otherwise things can get confusing.
- **Events.** As and when necessary an event will be set up to keep things all in one place. Every member of FoRPS who uses Facebook or WhatsApp will be added to each event but can 'decline' if it is not an event that they are able or wish to be involved in.
- **Difficult Conversations.** If there is a difficult conversation to be had please arrange to do this face to face where possible, perhaps with another person also present, as things can so often be misinterpreted on Social Media.
- **Think about your choice of words.** It is easy to misinterpret the written word, especially if we are feeling upset or vulnerable. So please choose your words carefully and reread it before you send. Think how it may sound if spoken or if you would say it at all face to face with someone.
- **Discussions will be treated as confidential as appropriate.**

These guidelines can be added to if necessary to address any new concerns.