

KING'S LYNN CHRISTIAN FELLOWSHIP

ALSO KNOWN AS THE KING'S CENTRE

PUBLICITY, PRESS AND MEDIA POLICY

Publicising and recording events organised by KLCF

- 1 All publicity for King's Lynn Christian Fellowship (KLCF) and events organised by KLCF will be produced by the KLCF Office staff or persons specifically authorised by one of the Elders or Trustees, or the Office Manager. This includes printed material, audio material, video material or information made available via the KLCF website or other electronic means. It also includes live streamed events.
- 2 Images, video or information relating to any person may only be shared with permission of the person or, in the case of a child, the child's parent/guardian.
- 3 The taking of photographs, the making of video recordings and live streaming, by people other than those mentioned in paragraph 1, will not normally be permitted. However, on special occasions they may be permitted providing that the relevant aspects of this policy are explained to those present and that any people who do not wish to be included are given the opportunity to deny that permission.
- 4 Any contact with the press or other media on behalf of KLCF should only be made by one of the Elders or Trustees, the Office Manager or persons specifically authorised by them.

Fundraising or other events not organised by KLCF but using KLCF premises

- 5 All publicity for fundraising or other events not organised by KLCF but using our premises should be approved by one of the Elders or Trustees, the Office Manager or persons specifically authorised by them prior to release to the press or other media.

Contacting the press or other media with views and opinions

- 6 Anyone who chooses to make contact with the press or other media (e.g. by letters to the local paper) should not purport to do so on behalf of KLCF unless they have received agreement in advance from one of the Elders or Trustees. Unless this has happened, all views or opinions expressed must be put forward solely as those of the individual concerned and not as representing the views of KLCF.
- 7 Where someone is asked by one of the Elders or Trustees or the Church Office to write an article for the press, this should be submitted to the Church Office for approval prior to publication.

Responding to approaches from the media

- 8 If a KLCF member is approached by a representative of the press or other media to give views on behalf of KLCF they should refer all enquiries to one of the Elders or Trustees, or the Office Manager, and only provide personal opinions if they feel it is appropriate to do so.

Social media

- 9 In the rapidly changing world of social media, it is not possible to exhaustively detail the arrangements for each and every platform or network. However, the following principles and procedures will apply:
- a. KLCF official online groups (whether restricted to church members or also open to non-members), must be administered and overseen by one or more of the Elders or Trustees or persons specifically authorized by them, who will decide who may be members of the group, actively monitor what is posted and take appropriate action where necessary. They will not allow others to have administrator privileges.
 - b. People submitting or re-posting posts or comments on social media should not purport to do so on behalf of KLCF unless they have received agreement in advance from one of the Elders or Trustees.
 - c. People using social media sites should be careful that by doing so they do not compromise their own safety or security, or that of others.
 - d. People using social media sites should be respectful of other people's privacy, wishes and feelings. In particular they should not upload photographs or video of any other person unless they have first sought and been granted permission from the person or, in the case of a child, the child's parent/guardian.