

# SoundCafe Leicester

Responsible Officer	Director	Policy Approved	Trustees
Review Required	Annual	Date	25.02.25
<b>Website Management Policy</b>			

## 1. Background

- 1.1. SoundCafe launched its website in March 2018 as a means for sharing information with guests, volunteers, supporters and potential funders.
- 1.2. The content has developed and evolved over the last seven years and now equally provides the facility for online donation.

## 2. Rationale

- 2.1. As the charity develops so too must its policies and procedures on how information is shared publicly through different media forums.
- 2.2. Security of information and data access are key considerations.

## 3. SoundCafe Website Content Policy

- 3.1. A policy is needed in order to ensure that SoundCafé has the necessary controls in place for what is shared on its website to deliver *'a safe creative space for adults who are homeless, at risk of homelessness, vulnerable or socially isolated as a consequence of their living arrangements'*.
- 3.2. Access to the website and authorisation to update is held with the Director and the Service Co-ordinator.
- 3.3. The designated IT support company can make changes to the website function and format at the request of the Director.
- 3.4. SCL will adopt the following principles when considering content for inclusion:
  - images utilised on the website will be with the prior approval of anyone who features within them.
  - general views will be taken from behind, so guests are not identifiable.
  - any content for inclusion on the website must be aligned to SCL principles and values and will be reviewed accordingly by the Director and Service Co-ordinator.
  - where a question arises on content, final veto will sit with either the Chair or Vice Chair of Trustees.

3.5. SCL will ensure that its website:

- navigation bar is clear and simple to use by visitors to the site
- information will reflect our values, mission and our guests' needs
- reflects current fundraising activities and a facility 'to donate' in support of the charity
- communicates to our 'visitors' in a way they understand
- information will be kept up to date, consistent in format and factual, with old events and pictures archived so they are still accessible but not at the top of a page
- content will be drafted by either the Service Co-ordinator or the Director and the site updated. Key developments and changes where appropriate will be approved by the Chair/Vice Chair or in their absence a nominated Trustee
- links to external content are checked regularly to ensure they are working
- contact details will be reviewed and maintained.

**Agreed:**

**Signed:**

**Date**

**(Chair of Trustees)**

**Date**

