



Social Media & Communications Policy

Purpose

To guide the responsible use of social media and public communications to protect the reputation of Everyday English Ltd and ensure legal compliance.

Policy Statement

Everyday English Ltd will use social media and other communication channels to promote our mission, engage positively with the public, and protect our brand. All activity will be respectful, lawful, and consistent with our values.

Legal Framework

- Defamation Act 2013
- Equality Act 2010
- Data Protection Act 2018 (UK GDPR)
- Copyright, Designs and Patents Act 1988

We will:

- Authorise specific individuals to post on official accounts.
- Ensure all communications are respectful, inclusive, and factually accurate.
- Avoid content that could be defamatory, discriminatory, or infringe copyright.
- Remove inappropriate content promptly and take action against repeat breaches.
- Provide guidance to staff and volunteers on separating personal and professional use of social media.

Breach of Policy

Inappropriate use of social media or public communications may result in disciplinary action or termination of volunteer arrangements.

Review

This policy will be reviewed annually by the Board of Directors.

Signed: 

Chair, Board of Directors

Date: 30th September 2025