

**Merton Mencap**

**Media**

**Policy and Procedure**

**March 2014**

# Merton Mencap

## MEDIA

### POLICY & PROCEDURE

This policy and procedure has been adopted by Merton Mencap through its Executive Committee which remains responsible for its review.

Original signed version is kept at the Merton Mencap office.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

**Chair of Executive Committee**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

**Chief Executive**

**Record of adoption and review of this policy and procedure:-**

**Adopted:** 2 June 2011  
**Reviewed:** 2 November 2011 (*updated from the previous 'Photography, video & mobile telephone policy & procedure'*)  
**Reviewed:** 11 March 2014

**Merton Mencap**  
**Media**  
**Policy and Procedure**

**Policy**

*Staff and staff member* includes Merton Mencap employees, bank workers and volunteers.

*Dealing with the media*

All contact with the media must be authorised by the Chief Executive or, in their absence, the Chair of Trustees. In cases where Merton Mencap staff are approached by any media source (or any external agency) requesting comment or opinion on a particular matter, whether the matter is associated with Merton Mencap or otherwise, staff are not authorised to provide comment or opinion without the permission of the Chief Executive or, in their absence the Chair of Trustees.

All other contact with the media, such as the placing of job advertisements, notices, bills and events require the authorisation of a senior manager, such as the Operations Manager or Chief Executive, or, in their absence, the Chair of Trustees.

Staff may only make amendments to the Merton Mencap web site with the authorisation of a senior manager.

*Mobile telephones*

Merton Mencap may require its staff to be contactable or have the means to make telephone calls. Merton Mencap mobile telephones will be made available in such cases.

**Procedure**

*Dealing with the media*

Staff should refer all requests for comment or opinion to the Chief Executive of Merton Mencap or, in their absence, the Chair of Trustees.

*Mobile telephones*

Merton Mencap will make a mobile telephone available to staff, as appropriate. In some cases, the member of staff may prefer not to receive a Merton Mencap mobile telephone but would prefer to use their own. In such cases, an appropriate manager is responsible for agreeing this arrangement.

Merton Mencap mobile telephones (or, as stated above, the staff's own mobile telephone, by agreement) are the only devices authorised to be used to make and receive calls by staff during the activity, unless in an emergency.

Staff are not permitted to use their own mobile telephones to make or receive calls while on duty, except in an emergency or with the permission of the team leader, Projects Manager or Chief Executive. Staff must not take photographs or video with their own mobile phones during an activity.

### **Audit Guidance**

<b>Check</b>	<b>Evidence</b>
Have press releases and other notifications to the media been agreed by the CEO or Chair of trustees?	Ask CEO/Chair and check records  Check staff know what to do if approached for comment by the media
Check content of web site and ensure no commercially sensitive data is included.	Web site content is appropriate and a system exists to ensure that uploads are authorised by a senior manager
Mobile phones are provided to staff who need them	Check a central log exists showing mobile phones and who they are allocated to  Check mobile phone bills to ensure that they are being used for business use only