

## **Chesterfield and District Local History Society Social media and website policy and guidance**

### **1.0 Introduction**

1.1 This social media and website policy and guidance was adopted by the committee of the Chesterfield and District Local History Society (hereafter CADLHS) in 2025.

1.2 It seeks to give overall policy intent and guidance to those:

1.2.1 Responsible for the social media and website platforms<sup>1</sup> that CADLHS maintains

1.2.2 Making any comments or populated content on our social media and website platforms or other sites in the name of CADLHS.

1.2.3 Who make comments on or post to the CADLHS social media and website platforms.<sup>2</sup>

### **2.0 Responsibility for implementation of this policy and its guidance**

2.1 Overall responsibility for implementation rests with the full committee of CADLHS.

2.2 In practice, implementation is delegated primarily and in the first instance to the CADLHS Webmaster.<sup>3</sup> If the Webmaster is unsure about the application of this policy and guidance they shall refer, in the first instance, to both the Chairman of CADLHS and the Secretary of CADLHS. If there is a failure to agree a course of action at this stage the matter shall be referred to the whole CADLHS committee either at a meeting or via email, whichever is the sooner.

### **3.0 General Policy Intent**

3.1 The Chesterfield and District Local History Society (CADLHS) aims to have an active social media and website presence reaching people across Chesterfield, its district and beyond.

3.2 Our social media and website platforms will reflect the aims of CADLHS as set out in the Constitution, this states:

The aims and objectives shall be the study of the local history of Chesterfield and the surrounding district, publication of original documents, the holding of public meetings, and the promotion of interest in the recording, research, investigation, of the local history of the area, to improve the general awareness and education of others.<sup>4</sup>

3.3 CADLHS has social media, website platforms and presence primarily to share information about our research, events, activities and resources, and to create a public space for education and discussion. CADLHS encourages respectful and relevant conversation within our online community.

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<sup>1</sup> 'Our social media and website platforms' mean the CADLHS webpages ([www.CADLHS.org.uk](http://www.CADLHS.org.uk)) and the CADLHS Facebook page (at <https://www.facebook.com/CADLHS>), and any other social media that the CADLHS committee shall agree to set-up and maintain.

<sup>2</sup> As the date of this policy anyone can post to our Facebook site without moderation. Those listed in 2.2 have access to Facebook allowing them to delete any post to the CADLHS Facebook site.

<sup>3</sup> The Webmaster is defined as that person appointed by the Society as being primarily responsible for the Society's social media platforms.

<sup>4</sup> CADLHS Constitution as adopted February 2022.

3.4 CADLHS is committed to maintaining a robust and dynamic dialogue for those interested in the history we represent. We will strive to ensure our social media and website platforms provide open and welcoming forums for a range of issues aligned with our Constitution. Toward these goals, we ask those who engage with our social media and website to respect the policy and guidelines set out in this document.

#### **4.0 Specific policy**

4.1 Staying on topic. All contributions to our social media and website platforms must be relevant to the purposes stated in this document and our Constitution.

4.2 Courtesy. The use of vulgarity or threatening language or pictures is not permitted. Challenge to ideas and opinions is allowed but attacks and abusive language and images are not.

4.3 Unrelated organisations and advertising. All content, posts, advertising (including events whether commercial or voluntary sector), comments to our social media and website platforms (including those cross posted and those made by others) must be related to the aims of CADLHS as laid out in our Constitution and in this document. The content of all such material must relate primarily to historical issues in-line with our Constitution and this document. So, for example:

4.3.1 Advertising, posting or cross posting other voluntary sector meetings, groups and events related to historical, industrial archaeological, architectural, archaeological, or family history will be permissible. Events and activities by groups or others not aligned to these activities will generally not be permissible. (As examples the following will not normally be allowed; rallies or events organised by political parties, arts performance and music events (unless at least part related to the past local music scene or local historical events), other events with no local historical relevance or significance other than them being held locally (such as craft fairs, model engineering events, fetes, fairs)).<sup>5</sup>

4.3.2 Care should be taken with publicising commercially based meetings and events, even if they comply with the aims in the CADLHS Constitution and the policy and guidance in this document.

4.3.3 Publicising the availability of local history related books, websites or publications, whether commercial or not, is generally allowed. Care should be taken that the websites and publications so promoted are genuine.

4.3.4 Publication of any third-party posts or of information relating to third party activity does not imply that there is endorsement by CADLHS.

4.4 Copyright. CADLHS will not use images on its website or in its Facebook posts that are believed to be in copyright, unless permission to use these has been obtained.

4.5 Removal of content and posts. Whilst we welcome a diversity of viewpoints, CADLHS will delete posts and other content not following the policy and guidelines in this document and/or our aims and Constitution. Likewise, comments made to our website, not complying with this document and/or Constitution will not be published.<sup>6</sup> CADLHS reserves the right to remove any comment or post on our

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<sup>5</sup> This is not a complete or definitive list.

<sup>6</sup> Comments made by members of the public to our website ([www.cadlhs.org.uk](http://www.cadlhs.org.uk)) are placed in moderation (and not published) until approved by the Webmaster, who is also able to add their own comments on behalf of CADLHS to those originally submitted.

social media pages at any time for any reason at the discretion of the organisation. Repeat offenders may be banned. It will be at the discretion of those listed in 2.2 to issue any communication to the responsible poster to our social media and website platforms, whether or not the post is published or deleted.

#### 4.6 Terms and conditions applicable to all users.

4.6.1 Opinions expressed in the public comments and posts on our social media and website platforms are those of the author and do not reflect the opinion or stance of CADLHS.

4.6.2 Whilst CADLHS will take all reasonable steps to ensure the accuracy of information published we cannot be held responsible for that provided by a third-party or that contained in any posts or reposts made by third-party organisations or of individuals. This includes websites linked in posts we or others make.

4.6.3 Users should be aware that images, research and information on our social media and website platforms may be copyright. Courtesy should be applied when using these images, research or information, which must be credited, in the first instance to (as applicable) 'Source – Chesterfield and District Local History Society Facebook page' or 'Source – Chesterfield and District Local History Society website at URL [quote URL]'. Where the photographer or originator of the image is stated this shall also be given. Users should also be aware that other copyright clearance may be required before reproduction or use of images, research and information contained on or in on our social media and website platforms.

4.6.4 All users or posters to the CADLHS social media and website platforms must adhere to the policies and guidance in this document.

4.6.5 Each social media platform has its own terms and conditions, which must also be adhered to.

ENDS