



Social Media Policy

Facebook, Twitter and other social media are a great method of increasing public relations and communication. The ability to share information instantly with a large number of people is a system that is invaluable. As a non-government organisation, we are looking to adopt and utilise these social networking practices to the best of our ability but as an organisation for girls and young women, it is always important to keep the safety and protection of our members as a priority.

These guidelines are intended to help Leaders make the most of new technologies while protecting both the young people in their care and preventing themselves from being placed in a vulnerable position. Leaders are encouraged to share the guidelines with girls in their Units to ensure that they are also aware of the risks involved in using new technologies.

Guidelines for Best Practice

- Never reveal your personal details, home address or telephone numbers on the web or in dialogue with other internet users
- Make sure you protect your personal details. The default is often set to disclose all information to others in your network. It is safer to limit access to people you know personally or who belong to any closed groups you join.
- In general, set all your privacy settings to "only my friends" or "no one". Check these pages occasionally to make sure nothing has changed. Note there are several privacy pages, and you need to check them all.
- If setting up a group for girls from your Unit, set it up as a 'closed' group. When setting up your group, make sure that you adjust your privacy settings to moderate who can become a member of your group and only invite/accept people you know. Your group should be closed so that no one can see who belongs to it unless they are a member. Ensure that girls are aware of the status of any groups they join. Some groups are 'open' to anyone who chooses to sign up.
- It is not recommended that Leaders are 'friends' with their members on social networking sites. All the content of your profile page may not be appropriate. If not, it could give girls access to discussions you would rather keep private. However you can join the same closed 'groups' without being friends and therefore may moderate a Unit page for your Guides.
- Remind girls that new friends they meet online are really strangers. Suggest that they only accept people as 'friends' who they know already and have met in person.
- Ensure girls are not named or identified in any of your online areas.



- Think carefully before sharing photos or videos of girls in your Unit on social networking sites. If you do want to share photos or videos of girls in your Unit, check the “Data Protection Form” before going ahead and avoid mentioning their full names or including other information that could inadvertently reveal their identities. There should be absolutely no “tagging” of photographs on Facebook.
- For events – Provide a brief outline only. No precise details of future events should be advertised prior to the event e.g. location of event where girls will be meeting. (The only exception to this rule will be when an event is a nationwide event that will be heavily publicised in traditional media anyway. When this occurs, the information does not need to be limited.)
- Avoid mentioning the specific time and place of your weekly meetings on websites or social networking sites. Provide some way for people to contact you if they would like this information. You can then use your own judgement to decide whether or not this person is legitimate.
- When interacting online you should always think about the content of any message that you send – ensure that you use appropriate language; if you are sending images, make sure that they are appropriate; ensure that any external hyperlinks you include do not lead to inappropriate content.
- Be careful when selecting links to other Web sites from your Facebook/Twitter page. The content of potential links should be in keeping with the Malta Girl Guides’ principles and activities. Avoid linking to commercial sites selling merchandise to avoid implied MGG endorsement of the products they offer. Seek out sites that enhance girls’ participation in Guiding; are tasteful; are appropriate; show diversity; are beneficial for girls, adults, and families; and are in keeping with the Malta Girl Guides’ mission.
- If you allow messages to be left on your Facebook pages or other Social Networking sites, please have good security measures in place. In particular, make sure that every message is checked and unsuitable messages are removed immediately.
- Any person who posts a bad comment, inappropriate video or photograph on any nationally administrated Facebook page relating to MGG will be removed and permanently blocked as a fan

These guidelines are relevant to Facebook/Twitter/social media accounts and should be followed by all adult members of the Association. They also apply to individual Units that wish to set up a Unit Group.

While MGG cannot control individual members’ Facebook pages or any other social media, members setting up or controlling such pages are asked to use these guidelines as recommended good practice since we are all role models for our young members and we should always lead by example.