

EDITORIAL POLICY & GUIDELINES

www.claxton-sandhutton.org.uk

This document sets out the editorial policy for the Claxton & Sand Hutton Parish Website. Its purpose is to ensure that the site maintains a high standard of accurate and relevant information for Parishioners and those accessing the site on the Web.

The site uses the WordPress publishing and content management environment. It is based on a template design for ease of administration, updates and maintenance.

The site has been built and will be edited and maintained on a voluntary basis with the support of local people and groups. The website is not a commercial venture; the costs of hosting are covered by the generous support of Ryedale District Council.

The main aims of the site are to :

- Provide an accurate, independent and timely source of information which is of interest and value to the community itself and visitors to the Parish;
- Provide a means for parishioners and interest groups to communicate with the Parish at large;
- Provide a means for friendly debate on issues of relevance to the Parish;
- Promote the Parish to external interested parties

To be successful the site must meet and evolve to meet the future needs of the residents of Sand Hutton and Claxton. It is important that the website team receive constructive feedback, both positive and critical, in order to achieve this.

The views expressed on the website will not necessarily coincide with those of the editorial team or the Parish Council, however they will be included (subject to the considerations below) in the interests of free speech.

All content on the site will be subject to approval in the first instance by the website editorial team and moderators who will use the guidelines in this document as a point of reference. The team will take into account the views and requirements of all parishioners but will ultimately be answerable to the Parish Council whose decisions on the site and its content shall be final.

The editorial team cannot accept any liability for omissions, errors or mistakes that occur in publication. The team shall not be liable for any loss or damage occasioned by the total or partial failure, however caused, of publication

Subjects for inclusion on the website are selected according to feedback and input from:

- Site Users
- Parishioners
- The Parish Council
- Village Groups
- The Editorial Team

A programme of development including content themes for the site will be agreed on a regular basis by the editorial team who will present to the Parish Council on a regular basis.

In order to maintain the integrity of the site all items submitted will be subject to moderation by the editorial team. This policy will be reviewed on a regular basis. As moderation activity is dependent upon volunteers the team cannot guarantee a turnaround time for approval of content but will endeavor to either publish the submitted articles (with or without editing) or refer back to the contributor within 48hrs of submission.

Where submissions contain reference to named individuals care must be taken to ensure that they are aware of their inclusion. In particular care should be taken when publishing individuals email or mailing addresses without explicit consent. For safety reasons explicit reference to, including photographs of children will not be permitted.

The editorial team will check submissions to ensure they meet with the editorial guidelines and will also check material for readability, grammar, punctuation, style, categorization and links. Where minor changes are required these will be made directly prior to publication. Any major amendments will be referred back to the contributor.

Where a member of the editorial team themselves wishes to publish content to the site they will use the normal submission process and items will be subject to moderation by another member of the team.

Information which may cause offence or distress to site users or specific groups or statements that could compromise the aims and beliefs of the Parish Council may be rejected or escalated to the Council for approval.

Site content submitted by users will normally be attributed to its author. The author should always acknowledge third party, copyrighted or licensed information (including images) where this is used and similarly should declare any commercial or business interests should this be relevant to the site content or any associated website links. Individuals submitting content will be responsible for ensuring the accuracy and legitimacy of all information posted.

Anonymous items will only be considered where the author has supplied their full name and contact details to the editorial team with their contribution and have requested with good reason that these be withheld.

The editorial team reserves the right to confirm by appropriate means the validity of any information submitted for publication.

Content that is no longer timely or relevant will be removed from the site on a regular basis. Backup copies of this information will not be kept.

Items of an overly personal nature will not be accepted, nor will anything which could be seen as racist, sexist, religiously or otherwise offensive to particular groups or beliefs. Items of a political nature will not be presented in a way that could be construed as giving support to a particular political party.

At present the site does not accept advertisements of items or services for sale from commercial enterprises or individuals. This policy will be reviewed regularly as the site develops.

Feedback regarding the content, functionality and ease of use of the site should be sent to webteam@claxton-sandhutton.org.uk We are happy to receive all feedback and will consider and respond to all legitimate suggestions.

The site will provide links to other websites and resources that provide additional information. All linked sites must be reputable and of high quality. Links to sites that are considered unsuitable will be rejected.

This policy will be reviewed and republished periodically.

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