

Parents Facebook Admin Responsibilities

Version 4 1ST JANUARY 2023

Admins are all sections leaders GSL and assistant GSL's and Group Secretary

- 1 Only approve posts if you personally are going to answer the question
- 2 If you cannot answer the Question do not approve and leave for the correct person to answer you may need to message them to check Facebook
- 3 If it is a stupid Question do not approve
- 4 if it is a direct question about a particular child or something that has no purpose or reason being on the parent's page delete post and answer using a private message
- 5 approve messages from parents who are informing us their child will not be in attendance that night
- 6 if pictures have been uploaded for an event by a leader that is currently happening then do not approve until the event is finished.
- 7 Do not approve any inappropriate rude derogatory complaints or sarcastic messages. leave them unapproved but do not delete and inform GSL / AGSL to look at Facebook
- 8 do not accept new members unless they have answered the questions. if the questions have been answered and they have a reason to be in the group then approve. GSL / AGSL will send them reminders to answer questions.
- 9 if a parent comments on a post and it is not appropriate, please screenshot the post then delete the remark and report to GSL / AGSL also go to the members list and MUTE that person.
- 10 Do not name a person's child but you can respond to a question if a parent asks them
- 11 Do not post private or personal information please use your group email account
- 12 Do not discuss money owed i.e., jack owes £20 for sail camp. but you can answer a question if a parent asks directly how much jack owes for sail camp. do not list children if they owe money for any reason.