

POLICY AND PROCEDURE



Solihull
Life
Opportunities

St Andrew's Centre
Pike Drive
Chelmsley Wood
Birmingham
B37 7US

Charity No. 1102297
England Company No.
5025939

Media Policy

Category: *Service User/Volunteer/Human Resources*

Introduction

Solihull Life Opportunities believes that the media gives the organisation the opportunity to profile its services and its members in a positive way. However, there are risks associated with information given to the media and this policy is to ensure that these risks are managed. All staff will be given a copy of the media policy with their letter of appointment.

Policy Statement

Project Leaders, Support Workers and Volunteers do not have authorisation to give statements to the media on behalf of Solihull Life Opportunities.

Procedures

If approached by the media then staff members should refer the matter to the CEO, Chair, Secretary or Treasurer. This person will be referred to as the 'Spokesperson'.

If it is impossible to contact the CEO or any of the three Officers, then the only response a staff member can make is to apologise that no comment can be made until a Spokesperson is available.

Additional Information

If the issue is contentious the spokesperson approached by a staff member should consult with at least one other authorised person to agree a response. In the case of complex contentious issues it may be necessary to consult with other Trustees or staff members.

In the case of Solihull Life Opportunities issuing a news release, briefing papers will be issued to relevant members of staff who will then be authorised to speak to the media to the extent of the content of the briefing paper.

Policy Name: Media Policy

Organisation: Solihull Life Opportunities

Date policy issued: May 2003 Approved by: SoLO Board of Directors Date: May 2003

Reviewed March 08 Approved by: SoLO Board of Directors Date: April 2008

Next Review Date: April 2010

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