



## SETTING UP A P&F FACEBOOK PAGE – DISCUSSION PAPER

### 1. Set Up – Account Holder

We should probably set up the P&F Facebook Page with a P&F email address (rather than an individual's personal Facebook account).

### 2. Setting up the P&F Facebook Page

- When setting up the account you need to first have an individual account (set up with P&F email as per 1 above) and then **create a page for a company, organisation or institution**
- Then we will need to enter the **Primary School's details** and then add in **QOP- P&F details**
- It would probably be good to put the P&F Logo as the profile picture.
- We then need to add a blurb about the P&F and about the purpose of the Facebook Page – we can also put in the website to direct parents to further information.

### 3. Securing the P&F Facebook Page

- Once it is set up we need to consider whether we are going to let anyone post...
  - If not, we need to **disable posts by other users** (under "General – Visitor Posts" settings) – which will stop random users being able to post unnecessary content on the page.
  - Another option is to make people's post "Hidden" until we approve it and then post it ourselves once approved.
  - If we don't want others to post, we can allow people to "Message" the P&F Facebook page (rather than post) and if it is appropriate we can post it on their behalf.
- Another consideration is whether we allow people to "Tag" themselves if we post photos to enable more people to see our Facebook Page
- We should set the Profanity Block to "Strong" to avoid any inappropriate language if we do let people post.

### 4. Admin Roles

- We need to consider whether there is only going to be one admin person managing the account, or whether we will have various people having permission to add content and manage the Facebook page (this may be everyone on the executive committee for example)

### 5. Code of Conduct

- We should establish a Code of Conduct which should be posted on our Facebook Page (and perhaps website too) so people understand the conduct rules.

### 6. Some Ideas to what can be posted on Facebook Page:

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|---|--|
| ✓ Calendar of Events                            | ✓ Positive Stories of events / work of P&F |
| ✓ Q&As videos about events / work by P&F        | ✓ Quote / Prayer / Well being every week   |
| ✓ Community news (eg, new babies; new families) | ✓ Photos of events                         |