



## **TIME 4 CHILDREN policy for:**

### **Appropriate conduct when communicating with the media.**

#### **ALL MEDIA COMMUNICATION.**

All communications with the media involving Time 4 Children must be discussed and approved by either the nominated media lead (Lisa Westbury), Chair Person or the Board of Trustees before any information is released to any part of the media, be it newspapers, magazines, television, radio or any electronic or social networking communication.

Media should only be handled by the nominated media lead or Chairperson or the Team of the Board of Trustees.

Ensure that any media messages about Time 4 Children are clear, consistent and positive.

Should the media approach a Trustee, volunteer or employee regarding Time 4 Children, no comment should be given until appropriate approval has been sought and approved.