

Communications policy

1 The media: You must not make contact with or communicate with any member of the press or media or anyone so connected, on behalf of Canalside Radio unless you have obtained the prior permission of the Chairman or Station Manager.

2 Authorised: Those authorised to give press releases are the Station Manager and Chairman.

3 Statement: If you are approached by any member of the press or media to make a statement on behalf of Canalside Radio you should decline to make any statement whatsoever and refer the matter immediately to the Station Manager or Chairman or Directors.

4 The public: In addition to the prohibition on making statements to the media you must not at any time make any statement or publish any information in any form to any person, group, company or organisation, whether on your own behalf or on behalf of Canalside Radio, which includes in staff meetings, parent meetings or any conversation regarding any incident or allegation:

4.1 involving any current or former member of staff or volunteers of Canalside Radio; and

4.2 which is under investigation by Canalside Radio and / or the relevant authorities or is likely to be the subject of such an investigation.

4.3 In particular you must under no circumstances divulge the name or any other information which could reveal the identity of a member of staff or volunteer accused of a criminal offence or any information that could identify the individual making the allegation.

5 Gross misconduct: Any action taken in contravention of this policy may constitute gross misconduct.

6 Statements to proper authorities: Nothing in this policy shall prevent you from giving a statement to the Police or such other proper authority in co-operation with any safeguarding or criminal investigation.