



**SPPA**  
Social Pedagogy  
Professional Association

## **Disclosures Policy 2017-2018**

## A. Introduction

The Social Pedagogy Professional Association (SPPA) is committed to transparency and openness with our members about our activities and decisions. This information, hereby referred to as material information will be provided to members in a timely, consistent and appropriate manner.

## B. The scope of this policy

As a UK membership organisation, all decisions made by SPPA must act in the interests of members. In order to ensure such decisions are being made in the interests of members, and to allow members to challenge decisions which are not in their interest - it is necessary for SPPA to publish material information that impacts on its members. This policy applies to all paid employees, and Trustees of SPPA.

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### **1. What is material information?**

The material information that must be disclosed in a timely, consistent and appropriate manner is considered disclosable if:

- Such information impacts on the future direction of the organisation.
- Such information that makes any significant alteration the SPPA charter.
- Such information that impacts on our members, and their commitment to SPPA.

### **2. Pledge**

As a membership organisation, the Social Pedagogy Professional Association (SPPA) is committed to transparency and openness with its members. Any information that impacts on the future direction of the organisation or has a significant effect on our members will be made available by SPPA in a timely and appropriate manner.

### **3. Means of disclosure**

SPPA will disclose information with members through a variety of mediums.

#### A. Monthly Updates

SPPA will publish a monthly update on its website on the final Friday of the month. This will contain an update on activity for the month previous and will give members the opportunity to feedback and suggest activities for the organisation to focus on.

#### B. Newsletters

SPPA will publish and send to members a newsletter bi-monthly. This will contain an update on SPPA activities, information about memberships, events and will include updates from around the social pedagogic community.

### C. Annual General Meeting

The Annual General Meeting will take place once-a-year, prior to the SPPA annual conference. The Chair of Trustees will update members on SPPA's activities for the year previous and members will be given the opportunity to submit and vote on motions that affect the organisation going forward.

### D. Email bulletins

Email bulletins will be distributed periodically, as and when updates are available. Email bulletins will be sent for upcoming events, any changes to membership or to mark significant moments in SPPA's development.

### E. Social Media

SPPA will engage with its membership via social media, posting daily updates from its Twitter account, and weekly updates from its Facebook page. SPPA has an open presence on social media, allowing members to comment on posts and message us directly.

### F. Authorized Spokespersons

The Chief Executive Officer, Project Officer and the Chair of the Trustee board are authorized spokespersons for SPPA. These spokespersons may, from time to time, designate others to speak on behalf of the organisation or to respond to specific inquiries from media and the community.

### G. External Speeches and Presentations

Any external speech or presentation about SPPA at conferences or other public venues at which members, the wider social pedagogy community or media may be present must be given consent by an authorized spokesperson before acceptance.

### H. SPPA's response to rumours.

Generally, SPPA's policy is to neither confirm nor deny rumours when asked to comment. The organisation's authorized spokespersons will respond by stating that it is SPPA's policy not to comment on rumours. However, when authorized by the Trustee board, authorized spokespersons may respond to certain rumours that are deemed harmful to SPPA's interest if not rebutted.

## **4. Confidentiality**

All disclosures will be managed in accordance with the requirements of the Data Protection Act 1998, SPPA's Data Protection Policy, and subject to the need to disclose information as required by statutory authorities, and/or as a result of legal obligations placed on the Charity.

## **5. Review**

This policy will be reviewed at intervals of 2 years to ensure it remains up to date and compliant with the law. The first review date will be September 2018.

## **6. Declaration**

I confirm I have read and understood SPPA's Data Protection Policy and will act in accordance with it.

I am connected with this organisation in my capacity as a

- Member of staff
- Volunteer
- Trustee/ management committee member

Signature:

Print name:

Date:

Please return this form to the Secretary.