

Guidelines for Phab Club and Regional websites

All Phab Clubs, Area Committees, Regions or other divisions of Phab (Hereinafter called 'Phab Units') should take note of the following guidelines when designing and publishing their own websites:

- 1) Each Region of Phab will hold a register of approved websites within the Region, to be updated annually during December and completed by the end of that month. The Regional Development Worker is responsible for compiling this list by obtaining web address details from each Phab Unit and then actually visiting each website to check that it complies with these Guidelines. Each Phab Unit is responsible for supplying the Regional Development Worker with its web address (URL).
- 2) The RDO will report his/her findings to the appropriate Regional Committee at the meeting following the website audit. The Regional Committee will formulate its own policy regarding non-approved websites within its Region, but the Regional Development Worker, having completed the website audit, will contact each Phab Unit to let it know whether or not the website has been approved. In the case of approval being withheld, the reason will be given and the Phab Unit will be invited to re-apply for approval if and when it considers its website meets the Guidelines.
- 3) Phab Unit websites that fully comply with these Guidelines will be listed annually in the Spring edition of KIT and also (with links) on the national Phab website. Phab Unit websites that don't fully comply with these Guidelines will not be listed in KIT or on the national Phab website.
- 4) Each website must contain Phab's name and the *Making More of Life Together* logo.
- 5) Each website must contain the name of the webmaster and his/her contact details (an email address is sufficient) so that visitors to the site can report any site malfunctions. Malfunctions must be corrected without delay.

- 6) Each Phab Unit is responsible for ensuring the content of its website remains up-to-date at all times. Any website that contains out-of-date information will be removed from the *Approved Websites* register and any link to it from the national Phab website will be broken until the content is brought up to date. Phab Unit websites that regularly carry out-of-date information will be permanently removed from the *Approved Websites* register.
- 7) Each Phab Unit website must contain the charity registered number of the Phab Unit. In the case of Phab Units that are not registered charities in their own right, national Phab's registered charity number must be quoted and this must be done by including the approved Registered Charity version of the *Making More of Life Together* logo.
- 8) The Phab Unit website must not carry material that may be considered obscene, offensive, or detrimental in any other way.
- 9) The Phab Unit website can carry paid-for advertising, but its EDITORIAL content must not endorse any specific products or services in exchange for payment.
- 10) Once a website is approved, significant content changes must be notified to the Regional Development Worker so that he/she can check that the website still meets the Guidelines. This does not apply to updates in activity programme information.
- 11) All websites must follow current guidelines and legal requirements regarding ease of use by people with disabilities.

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