



Some useful tips and guidelines to ensure you make the most of The Hub Community experience.

The Hub's Community is a place where we encourage and welcome interaction, collaboration and just a general sharing of diverse experiences in Waltham Forest's education network. In order to ensure The Hub Community matches your expectations and needs, we have created a few top tips and guidelines to ensure you enjoy the journey through The Hub.

The Community is your space where you should feel secure and confident in openly sharing your thoughts and experiences on any issue that matters to you. In order to ensure this is the case for you and everyone else, we have provided a few guidelines that you are probably already aware of to ensure you get what you want from The Hub Community and education network.

Guidelines and the golden rule:

Some DOs:

- 1) Please share your thoughts on an issue that you feel requires attention of our Community, even if this means creating another group. If you think it does, then it probably does deserve our Community's attention!
- 2) Please ensure that the thread you have posted is relevant to the Community group you have posted on. If you feel there is no existing group that is relevant to the theme that you wish to open up to the Community, feel free to create one. The likelihood is that there are people in the Community that share your ideas and thoughts and **would like to engage with you** on a particular issue.
- 3) We always love to hear a good story and sharing ideas and best practice across the borough. So if something has worked particularly well for you, it is likely to be useful to the rest of us in the education network.
- 4) Please get in contact with our [Hub team](#), if you think something deserves our team's attention on The Hub. It could be anything. (We also like to feel we are part of the Community!)

Some NO-NOs:

- 1) We welcome diversity of opinion and stimulating discussion threads, but this should not cross the line and become an argumentative or confrontational discussion.
- 2) **Unless approved by the individual, department or business**, there should be no reference to individuals personally in public groups, e.g. specific names, departments and contact details. **There should be no statements that could potentially implicate individuals or mention something they would take objection to.** Most groups are private, however, so it will be up to the group's administrator to decide whether posts are appropriate and take action as necessary.

In public groups, all information should be kept generic as possible. No specific details should be given regards to personnel, unless authorised by the relevant organisation or individual to do so. Failure to do so may lead to expulsion from the Community and your posts being blocked.

- 3) There should be no private and confidential data being uploaded on to The Hub Community.
- 4) There should be no personal attacks or derogatory comments on any user, (i.e. usernameA is a fool).
- 5) There should be no inappropriate material or inflammatory information uploaded that incites hatred, invites confrontation and jeopardises the collaborative spirit of the Community.
- 6) There should be no 'bumping of posts,' where a user looks to promote their individual thread or threads on several Community groups that already have a strong on-going conversation taking place on an unrelated issue.

Golden rule: Our Hub Community brings together a variety of interests and opinion in a diverse borough. This is particularly inevitable for the education network in Waltham Forest. This diversity of opinion is something we like to celebrate. In the spirit of our borough, please ensure that our shared values of tolerance, sensitivity, and respect for different opinion continue to be upheld.

That's all we wanted to say. So go on and enjoy your very own Hub Community!

Please note: *The Hub Community is not liable for any of the content that is posted or uploaded on to the site by individual users.*