

Reuben College Social Media Policy

Updated and agreed by delegated GB authority with effect from 7th July 2026, and superseding that of August 2021

The principles under the headings ‘Personal Responsibility’ and ‘Complaints’ apply to all current members of Reuben College including students, fellows, staff and other affiliate members.

The headings ‘Official Channels’ and ‘Graduate Common Room’ relate to social media channels, accounts, pages, groups or similar set up by current College members which use “Reuben College” in their name (by staff and students respectively). Any group that is not an official channel of the College, but still uses “Reuben College” in its name or other online identification (e.g. hashtags), must clearly state that it is an unofficial channel and will only be covered by the sections concerning ‘Personal Responsibility’, ‘Reporting’ and ‘Complaints’.

Official channels

The College currently uses the following social media channels to share content with current College members and the wider College community:

- Facebook
- Instagram
- LinkedIn
- Various alumni groups
- YouTube
- Bluesky
- X

The official channels and groups are managed by the College’s Communications Manager. For questions or concerns please email comms@reuben.ox.ac.uk - see “Reporting” below for more information on the process for raising concerns. Contributors to official channels are expected to treat others with respect, courtesy and consideration. The Communications Manager has the right to remove any content they deem to fall below this standard. When exercising that right the Communications Manager must comply with the College’s policies and procedures, including the Code of Practice on Freedom of Speech.

Graduate Common Room (GCR)

Accounts or groups managed by the GCR are in the first instance the responsibility of the GCR Committee. For accounts or groups managed by College clubs, societies or teams the responsibility falls on the president of that club, society or team. These accounts or groups should be regularly monitored by a designated administrator. It is not assumed that these accounts or groups will be monitored at all hours of the day, so users or members are expected to follow what is set out in this policy and any other specific group guidelines. Please contact the designated administrator of the site if you notice anything that could be in violation of this policy or the group guidelines. See “Reporting” below for more information on the process for raising concerns.

Personal Responsibility

You are personally responsible for the content you publish on social media, blogs, forums, wikis or any other form of user-generated media. Very few people are official spokespeople for College, so if posting content related to Reuben College, it has to be clear you are speaking for yourself and not for the College.

Members should respect the values of freedom of expression and academic debate which are at the heart of a thriving College and University community. The College believes that a culture of free, open and robust discussion can be achieved only if all concerned engage critically but courteously with each other. Please show consideration to other members of the College community when interacting online; please see guidance published by the University [here](#).

For anything that could constitute a welfare, diversity or equality issue, please contact the Welfare dean (welfare.dean@reuben.ox.ac.uk) or the College's Equality, Diversity and Inclusion Champion (edi.champion@reuben.ox.ac.uk).

Remember that future employers or academic institutions usually check an applicant's social media/online public comments before making employment or admissions decisions.

Reporting

Anybody may report content on Official Channels, sites under the GCR's remit or on unofficial channels which is:

- a) in breach of College policies, and/or;
- b) illegal under British Law

In the first instance this should be notified to the Communications Manager (for Official Channels), the designated GCR administrator (for accounts falling under the GCR's remit), or the administrator of the site (for unofficial channels). In each case this person (referred to going forward as the 'Administrator') will:

- decide whether or not the post should be deleted and/or other action taken;
- decide whether to seek advice from the Deans(s) and/or Senior Tutor;
- record all such notifications (including taking a record of the content, e.g. by taking a screenshot) and actions taken; and
- where appropriate, notify the reporter and the person who made the post of their decision/actions as soon as possible.

When content is reported, Administrators are encouraged to lock posts from further commenting for the duration of the case as a precaution, (and potentially) to avoid having to take further action. In deciding whether or not to delete posts the Administrator must balance the principles of this policy with the need to protect freedom of expression (as set out in the College's Code of Practice on Freedom of Speech).

Complaints procedure

Any member of College who wishes to challenge a decision of an Administrator under the previous section should record the post and then submit the record with a formal complaint to the Senior Tutor or Dean(s). Anonymous complainants or complaints made on behalf of someone else who is anonymous will not usually be allowed.

The Senior Tutor, or the Dean(s), will follow Stage 2 of the Reuben College Complaints procedure in investigating the complaint. Where possible and appropriate the Senior Tutor or Dean(s) will liaise with the relevant Administrator and complainant to reach an agreed solution.

The complainant may seek a review of the Senior Tutor or Dean(s)' decision which will be carried out in accordance with Stage 3 of the Reuben College Complaints procedure, save that the Reviewer will always be the President, unless the President is conflicted or unavailable.

Complaints have to be made via the formal complaints procedure - complaints made on social media will not be investigated.

Complaints about student or staff conduct which may result in disciplinary action should be made through the Student Disciplinary Procedure and Harassment Procedure respectively.

Non college affiliated accounts

It is not the role of Reuben College to police the social media comments of its members' private accounts or on public accounts which are not affiliated to the College, particularly given the importance of safeguarding freedom of expression. However, staff members in particular should be aware that when posting in a personal capacity they may still be identified as a staff member of the College even if this is not stated on their account and so they should be mindful of their audience and what is being posted in a public domain. University social media guidance for students and staff can be found here: [Students](#), [Staff](#).

It is important to note that when posting in a personal capacity you may still be identified as a staff member of the University even if this is not stated on your account, and so you should be mindful of your audience and what is being posted in a public domain.

There are instances where a member's use of social media may lead to disciplinary action. For example, if social media posts are directed at a named individual, or group of individuals, or those who are readily identifiable, and reasonably likely to cause them distress or concern for their safety or welfare, they may constitute harassment. In such cases, the relevant procedures to follow are detailed in the College's Harassment Policy and Student Disciplinary Procedure.