Standards for Website Development

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| The 7 C’s |
| **Correct** | Check the information posted on the site is factually correct |
| **Cohesive** | Use a consistent house style such as font/colours/line spacing. This makes it easier for the user to use/identify. |
| **Concise** | Less is more. Don’t populate the site with irrelevant details. Keep it simple. |
| **Current** | Update the site regularly - archive out of date material. Keep the site fresh. |
| **Clear** | Give pages a title. This makes them easy to identify. Keep language and presentation plain and simple. As a variety of people will visit and use the site, avoid jargon and acronyms.Do not use backgrounds or fonts which make content difficult to read. |
| **Careful** | Check you have individuals’ permission to include input to the site. Websites should not include personal details or names of any child or adult in photography, personal email/postal addresses or phone.Check copyright of all content. |
| **Collaborate** | Collaborate with other to decide:• aims and objectives• how the site will reflect the ethos/values of your establishment• whether to accept and reject material• suitability, appropriateness and quality issues are checked• time for development and maintenance of the site• who will update the site • who will manage the project• who is responsible. |

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