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 | | **Current** | Update the site regularly - archive out of date material.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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