

Committee Update- Committee Training, Health & Safety and Fair Usage Fees Update

Hi | Shwmae Committee Members,

We hope you're well and have been enjoying the summer! We're looking forward to welcoming you back to Cardiff next month and getting the new academic year underway.

We have a few more important updates and reminders to share with you. First, please make sure you have read the email sent to all committee members on Monday 3rd August (Subject: Welcome New Committees- Summer Help Guide!) and actioned anything required from you. In this committee update, you'll find important information and updates on:

- Freshers Fair
- Health and Safety
- Committee Training
- Students' Union Room Bookings Fair Usage Fees
- Instructor Registration
- Emergency First Aid Courses

Freshers Fair

The deadline to apply for a Freshers Fair stall has now passed. The Societies Team will be allocating stalls this week and will be in touch soon to confirm stall allocations and share further information with stall holders.

Committee Training

The training is designed to give you the knowledge and skills you need to run your group effectively and support your members. If your committee does not attend, your society and its members may be at a disadvantage.

Please see attached the full in-person Committee Training timetable. Make sure you take note of the mandatory requirements for each session and ensure the appropriate committee members attend.

Please plan ahead, share the timetable with your committee and make sure there is committee representation at all sessions. Committee members are personally responsible for ensuring they attend the training required for their role.

Failure to attend mandatory sessions may result in further action being required by the individual and / or committee, including removal from your committee position. If you are unable to attend a mandatory session required for your role, please let us know by email as soon as possible and ensure another committee member can attend in your place.

Students who are on placement or whose studies have already started are not expected to miss these commitments to attend committee training. Please get in touch to let us know, and we will advise you of the alternative steps you need to take.

Safer Societies and Sports Clubs

You'll see on the timetable that there will be a session delivered by an external partner called Safer Societies and Sports Clubs. In this session you will learn how to create a safe, inclusive club or society and help prevent sexual assault, harassment and misconduct. You'll explore active bystander skills, safeguarding responsibilities and how to respond to disclosures.

It is mandatory for at least one committee member from every club or society to attend. We recommend that your President, Social Secretary and/or Wellbeing Officer attends.

If you feel this session may be triggering or distressing for you, you can choose not to attend; however, please ensure that at least one other member of your committee attends on behalf of your club or society.

You'll need to sign up in advance using the links below. Both sessions cover the same content, so you only need to attend one.

Wednesday 16th: <https://www.cardiffstudents.com/events/6133/43601/>

Wednesday 23rd: <https://www.cardiffstudents.com/events/6133/43602/>

Wellbeing Officer Training

Wellbeing Officers will be invited to Wellbeing Officer Training and asked to book onto a session in a separate email.

All committee members should be aware that the role of a Wellbeing Officer is to support the committee in ensuring that activities and events are run with students' wellbeing in mind, and to provide signposting support to students who may need it.

Attending Wellbeing Officer Training is a mandatory requirement of the role. Wellbeing Officers who do not attend one of the scheduled sessions will not be equipped to carry out the role and, as a result, will have their Wellbeing Officer role removed.

SU Fair Usage Fees

This is a follow-up message regarding the fair usage fees for SU regular room bookings that we recently communicated about.

This project has been paused for now, which means we will not be introducing fair usage fees in Semester 1. Instead, we're planning to pick this work back up in December, ahead of Semester 2 room bookings.

We'll make sure there are opportunities for groups to share their feedback and views with the Sabbatical Officers and Societies / AU Executive Committees before any changes are implemented.

Thank you for your patience and for engaging with us on this.

Instructor Registration

Please ensure any individuals instructing society activity such as dance, yoga or casual sports (voluntary or paid) complete an instructor registration form before activity starts. Even they have completed this before, it needs to be resubmitted each academic year with updated information and proof Public Liability.

Emergency First Aid Courses

It is recommended that you have at least one qualified first aider per society. We are running the below Emergency First Aid courses here in the Students' Union, so please ensure you engage with these.

Please email FirstAidCourses@cardiff.ac.uk with your society name and who you are requesting space for.

Date: specific dates listed below.

Time: 09:30 - 16:30.

Location: Room 3A, Students' Union.

Cost: £35 pp charged to the society account.

- Sat 26th September
- Sat 3rd October
- Sat 10th October
- Sat 24th October
- Sat 7th November
- Sat 14th November
- Sat 21st November

- Sat 28th November
- Sat 5th December

Best Wishes | Cofion Gorau,
Guild of Societies