

Socials, Culture, Conduct & Conflict resolution



Staff



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VP Societies &
Communities

Callam Thom

Head of Venues,
Students' Union

Session plan

1

Socials and Culture guidance and regulations.

2

Students' Union Licensed Premises.

3

Activities Code of Conduct and Traffic Light Policy.

4

Advise of the Handling Concerns Guidance document.

5

Discuss some case studies.

6

Questions from attendees.

Expectations

1

You are collectively responsible and accountable for the activity of your group

2

This includes the behaviours of your members during formal and informal activity, on and off the pitch.

3

Ensure that participants are registered members of the student group.

4

Committees are the main point of contact with the AU / Guild.

5

Always act in the best interest of your members!

Available support

Some of the following content may be challenging, upsetting or distressing for some of you. Staff are present to support you if needs be and the below networks are also constantly available through the year.

SU Student Advice

Advice@cardiff.ac.uk
02920781410

Student Support Intervention Team

[Student Support and Intervention Link](#)

Wellbeing Officers

Training is ongoing.

Activities Staff

AthleticUnion@Cardiff.ac.uk

Societies@Cardiff.ac.uk

3rd floor of the Students' Union

VP Societies

VPSocieties@cardiff.ac.uk

VP Sports

VPSports@cardiff.ac.uk

Any events / competitions / fixtures representing the Society or Sports Club, both in and out of Cardiff.

Including travelling to and from activity, only when travel is officially organised and provided by the group and/or Students' Union. E.g BUCS fixtures.

Any activity using equipment, resources or property belonging to the group.

What is official Society / Sports Club Activity?

Regular meetings and training sessions.

Any event or activity that is publicised to members through your normal group mailing lists, WhatsApp chats, Facebook groups etc.

This includes social activity.

Inclusivity and Diversity

Teamwork

Collaboration

Focus on wellbeing

Respect



Positive Culture Examples

Open communication and feedback

Safe space / welcoming environment

Fun and enjoyment

Positive coaching / instructing /
leadership

Accountability

Poor communication

Bullying / Hazing / Initiations

Hierarchal behaviours / elitism

Lack of accountability

Focus on 'off-the-field' activities



Negative Culture Examples

Disrespect for members / expecting respect

Favouritism

Lack of inclusivity

Neglect of mental health

Resistance to change

Positives of Social Activity

1

You can set an example and take responsibility

2

Integration of new members

3

Opportunity to generate income / sponsorship

4

Engage non-competitive members

5

Ongoing team / group bonding

6

Positive student experience



Risks of Social Activity



1

On or Off the field you are representing the University

4

Endangering health of members
- Inexperienced drinkers

7

Negative student experience

2

Public complaints

5

Negative press

8

University and SU sanctions

3

Illegal activity / Police involvement

6

Member dissatisfaction / disengagement

9

Disaffiliation

Things Can and Do Go Wrong

Here are some examples...

HOMES AND PROPERTY > [HOME PAGE](#)

University golf society students kept score as fresher drank himself to death on pub crawl

[VIEW COMMENTS](#) [f](#) [t](#) [e](#)

12 April 2012

A student drank so much he died after an initiation ceremony for his university's golf society, an inquest heard yesterday.

Death of Newcastle student Edward Farmer: Fresher's death due to 'toxic effects' of excessive alcohol

An inquest is looking into the death of Edward Farmer, 20, who died after a Newcastle University Agricultural Society event

News > UK > Home News

Cardiff University rugby team students banned from ferry after 'urinating incident'

The team were banned from using a return trip on a P&O ferry

Kashmira Gander • Friday 20 March 2015 11:07 • [Comments](#) [f](#) [t](#) [e](#)

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Uni cricket club suspended over 'degrading' initiation event



Students' Union Policies



Activities Code of Conduct

- Partnership policy with the University
- Bronze Tier requirement to adhere to it
- Applies to all student groups
- Committee to report back to the AU each year



Behaviour in SU licensed Premises



Tier Structure – Sober socials



Membership T&C's

University Policies



Activities Code of Conduct

- Partnership policy with the University
- Bronze Tier requirement to adhere to it
- Applies to all student groups
- Committee to report back to the AU each year



Complaints Procedures



SU Sanctions Vs University Sanctions



Student Conduct Procedure

BUCS Policies

See further information regarding the work BUCS are doing around initiations at the end of this presentation.



BUCS Anonymous Initiation Reporting

- An initiative to help try and combat the issue of initiations.
- Anyone can submit an anonymous report.
- BUCS inform us of the report, and we investigate before reporting back.
- Activity suspended during investigation.
- A time-consuming process for staff and committee members.
- We have had to carry out one investigation to date.

Definite No's

Initiations

Research shows initiations...

- Do not encourage teamwork
- Do not promote bonding or cohesion
- Are not “fun” for participants
- Are divisive and stop many students from engaging
- Can be dangerous

White T-Shirt Socials

- Often get out of hand quickly
- You are responsible for what you are wearing
- See following examples

Social Media

- Posting addresses of socials on social media
- Socials specific social media accounts
- Would you be comfortable with your future employers seeing the content you may be in?

White T-Shirt Socials

Here are some examples...



Initiation: What do we mean?

1

Any activity which includes the behaviours in the descriptors provided.

2

Can be at any time of year.

3

Calling it a “Welcome Event” or “Meet and Greet” and not changing the behaviours is still an “initiation”.

4

Can be on campus, in local area or abroad/on tour.

Initiation Type Behaviours



The diagram features a central title 'Initiation Type Behaviours' in a large, bold, teal font. Four arrows originate from this central text, pointing outwards to four categories of behaviors arranged in a square around the center. The top-left arrow points to a column of five behaviors, the top-right arrow points to a column of five behaviors, the bottom-left arrow points to a column of two behaviors, and the bottom-right arrow points to a column of two behaviors. The behaviors are listed in rounded rectangular boxes, alternating between pink and teal colors.

Coercion to undertake activities against a person's will

Forced consumption of large quantities of alcohol

Humiliation of a person in public (i.e. setting someone up to fail)

Forced acts of nudity / nakedness

Victimisation of a group of individuals described as 'freshers'

Consumption of abnormal / unpleasant substances

Bullying, Discrimination and Harassment

Sexual Harassment

Physical acts perpetrated against a person's body e.g. hair shaving

Psychological torment

Isolation or ostracising of a person/persons through removal of their mobile phones, geographical remoteness or physical/psychological isolation

Things to Think Carefully About

Make a change and leave a positive legacy

Problematic
members

Don't succumb to
peer pressure

Scavenger hunts /
Challenges

Group chat
content

Themed socials

House parties

Talk to staff – We are here to help

Noise Pollution

- Be mindful of volume any time of day or night. It is a myth often perpetuated by landlords/letting agents that noise is allowed up until 23:00hrs
- If you're planning a party talk to neighbours in advance
- Only invite those people you know or trust as you're responsible for your guests' actions if a complaint is made
- Understand you're part of a community and this is not just student housing across Cathays. Noise complaints can result in legal action which could lead to a significant fine & event a criminal record.

When do socials become a police issue....?

1. When the police get called about it!
2. When it becomes more than solely a noise issue and enters into Anti-Social Behaviour (& more....)



Further Training

Wellbeing
Officers

Safer
Societies



Students' Union Licensed Premises



Night Club – Key Info

How we keep you safe

- Safety Bus
- Private Medical Staff
- Safe Taxi Scheme
- Drink Spiking Testing Kits
- Drinks Toppers
- Searches on Entry
- Extensive CCTV and Body Cams
- The Where You At App

Drug Policy

- If you are caught in possession of or participating in drug consumption or use in the venue you will be banned.
- If you tell the medics that you have taken drugs or surrendered drugs to the medics, you will **not** be banned.

Myth Buster

- The club opens at 9pm. If you see people in the club prior to 9pm it's because they are on socials.
- We do open the club earlier when people arrive earlier to protect your safety and to help support better queuing.



Sick of losing friends on nights out?

Cardiff Students' Union have partnered with **Where You At** to offer offline venue maps, friend finding and event information

See an indoor venue map and locate friends you've added

Click on the icons to change floors and explore our space

Y PLAS



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Myfyrwyr
Caerdydd



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Stay connected with



- Venue map
- Offline friend finding
- Event info

DOWNLOAD NOW



Powered by Bluetooth



Download on the
App Store



GET IT ON
Google Play

Where You At App

1

Offline friend finding

2

Offline navigation using a map of the venue and location to find toilets, welfare, phone charging etc.

3

Push notifications from Venues to attendees for security alerts and safety info

4

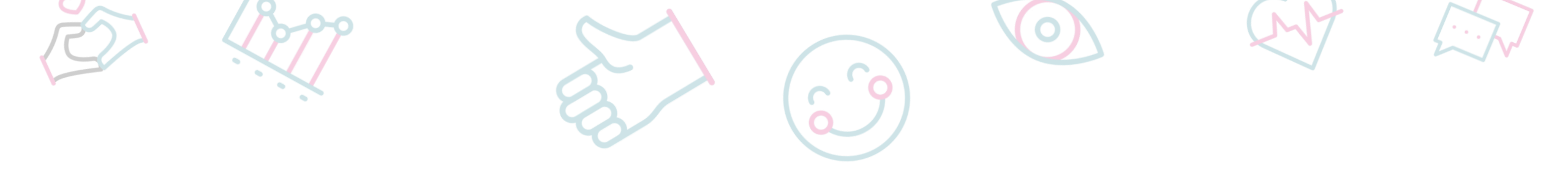
Data about hotspots of crowd to enable future planning of ingress routes and security planning

5

Off Line Pings to friends to let them know you want to meet up

6

Setting of a meeting point in a venue



Activities Code of Conduct

Background and Contents



Committee Resources

Committee Resources

Running a Club, Society, SLS or Association can be a scary thing, and often a very daunting challenge. But fear not; support is at hand to help you manage and run successful Student Groups.

This is your online resource on everything you may need to know, from how to upload a finance request, to publicising that big event. If you do need more information, some help or just someone to chat an idea through with then please do give one of the Activities Team an email or call.

Committee Handbook - this is your in-depth guide to help you run your student group.

- **Student Portal**
- **Democratic Procedures**
- **Trips and Transport**
- **Planning Events in the SU**
- **Room Bookings, Events and SU Storage**

✔ Planning Events in the SU

➤ Room Bookings, Events and SU Storage

➤ Finance

✔ Health and Safety, Policy Documents and Insurance

> Health and Safety Documents

▼ Policies and Procedures

Activities Laws - The Activities Laws are a detailed guide to how the Activities Department supports your Group and how you should lead your Group.

Committee Handbook - this is your in-depth guide to help you run your student group.

Cardiff Student Media Code (ENG)

Cardiff Students' Union Activities Code of Conduct Policy

AU Members Behaviour in Students Union Licensed Premises

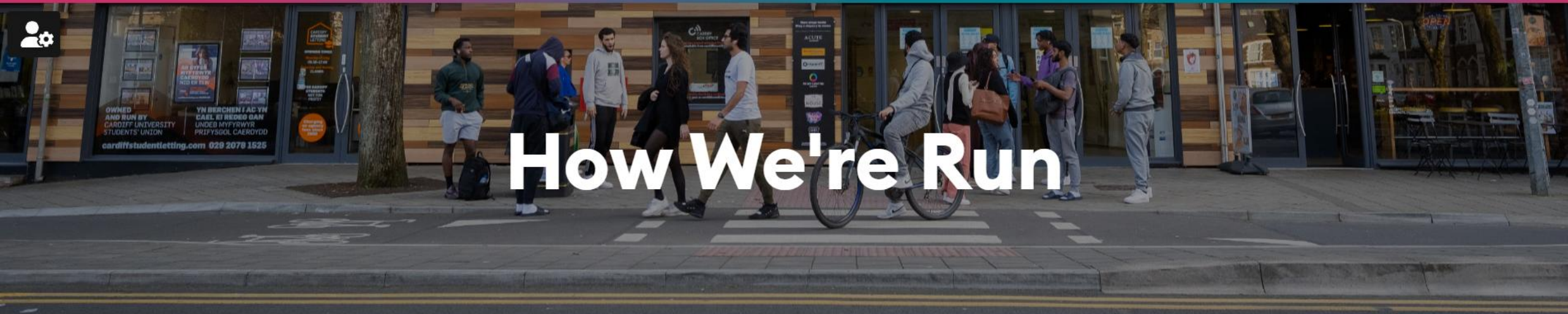
> Insurance Documents

➤ Marketing, Media and Sponsorship

➤ Athletic Union Specific Documents

➤ Society Specific Documents

➤ Society Committee Update Emails



Cardiff University Students' Union is a charitable company that is governed and strategically led by its Board of Trustees. The Union's activities are managed within a group of companies; the parent charitable company is called Cardiff University Students' Union (CUSU), and CUSU has a wholly owned subsidiary called Cardiff Union Services Limited (CUSL).

This is where you can find all Students' Union governing documents and by-laws.

Aims of the Code of Conduct

This code of conduct sets out the expectations for all members of any student group and any affiliated persons when participating in any activity under the name of the student group. This policy is to ensure the safety and wellbeing of all our members so that they are protected to the best effect with regards to behaviour and conduct.

The committee are responsible for the actions of their members, in both organised events and informal activities, on and off the 'field' of play. Committees should work to promote a positive culture of behaviour and take appropriate action to challenge and manage instances of poor behaviour, as per this policy.

We expect the committee to take positive action to challenge inappropriate behaviour. This must include:

- Clear communication of expected standards of behaviour to all members upon joining and through the year. This document must be shared with all members upon joining the student group.
- Student group activities and events to be organised with consideration of how to encourage appropriate behaviour and prevent inappropriate behaviour of members.
- Challenging and dealing with inappropriate behaviour of members when it occurs and taking appropriate action in line with this policy.

If a student group committee fails to take appropriate action to manage behaviour of its members the Students' Union reserves the right to sanction both individual committee members and the student group as a whole.

The Students' Union is always available to all student group committee members to discuss any issues or concerns they have about the behaviour of members. Where committee members are unable or unwilling to challenge poor behaviour, they may contact the Students' Union for support and guidance. Further guidance is available in the Handling Concerns Guidance document.

Athletic Union
athleticunion@cardiff.ac.uk
02920 781400

Societies
Societies@cardiff.ac.uk
02920 781400



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Student Advice
Advice@cardiff.ac.uk

Cardiff University Disclosure Response Team
disclosureresponse@cardiff.ac.uk
02920 874844

Expected standards of behaviour for student groups during core activity

The University and Students' Union set out an expected standard of behaviour for all students and can be found under the Committee resources section of the Activities Page.

<https://www.cardiffstudents.com/activities/resources/>

In addition to this, all groups set an expectation that all members, coaches/instructors and other connected parties shall at all times when representing their group:

- Attend activity prepared and equipped to participate.
- Seek advice or assistance from coaches, instructors or committee members if needed.
- Raise any safety or wellbeing concerns in an appropriate manner with the committee.
- Show respect to fellow members and other individuals.
- Follow the reasonable instructions and guidance of the committee, activity leaders, coaches or other officials.
- Promptly return any borrowed equipment in good condition and report any defects.

Expected standards of student group social behaviour

The following (non-exhaustive list) would be considered instances of where the standard of behaviour of members is a concern and doesn't align with legal, Athletic Union (AU), Guild of Societies, BUCS (British Universities and Colleges Sport), SU and University behaviour expectations and therefore may result in disciplinary action if they found to have taken place:

- Behaviour causing or likely to cause physical harm to others.
- Any form of harassment (including sexual), unlawful discrimination or bullying of others.
- Drunken and disorderly behaviour.
- Possession or sale of illegal drugs.
- Bringing the Union into disrepute.



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- Theft or fraud.
- Deliberate damage to property.
- Breach of any terms of membership of the Athletic Union or Guild of Societies.
- Breach of any Policies or Bye-Laws of the Union.

These expected standards of behaviour apply to all members of student groups and any supporters or associated people connected to student groups, including coaches and instructors.

Expected standards of behaviour apply without geographical restriction, and whilst travelling to and from student group events.

Social Activity and "Initiations"

We encourage our student groups to have a healthy and active social environment. To provide clarity on what we expect of the behaviour of groups, committees, members and other representatives, the SU only permits social activity:

- Where students are genuinely free to participate or abstain from any or all social activity as they choose, and
- Where there is no fear of reprisal, consequence, non-selection, or other discrimination for non-participation in some or all social activity, and
- Where (in the view of the SU) activity is lawful and is not seeking to humiliate or have the consequence of humiliating or degrading participants.
- Where the activity does not bring the reputation of Cardiff University, Cardiff University Students' Union or the student group into question or disrepute, and
- Where it is undertaken in a manner that does not cause or create undue risk for those involved.

The term "initiation" is linked to activities and behaviour that may be seen as a rite of passage, often involving activity that humiliates, degrades, creates fear and includes excessive alcohol consumption.

The Students' Union DOES NOT PERMIT SUCH ACTIVITIES and will take a zero-tolerance approach in dealing with them. We will work closely with Cardiff University, BUCS and South Wales Police to investigate and take action against those who organise, take part in or permit such activity to take place.

The SU expects that student group committee members, team captains, senior members, and the wider membership take responsibility for ensuring that such activities do not take place and to respond appropriately should they become aware of any such planned or spontaneous activity. Committee members are collectively responsible and will be held accountable for the actions of their members. As well as adhering to these expectations, we also expect student groups to:



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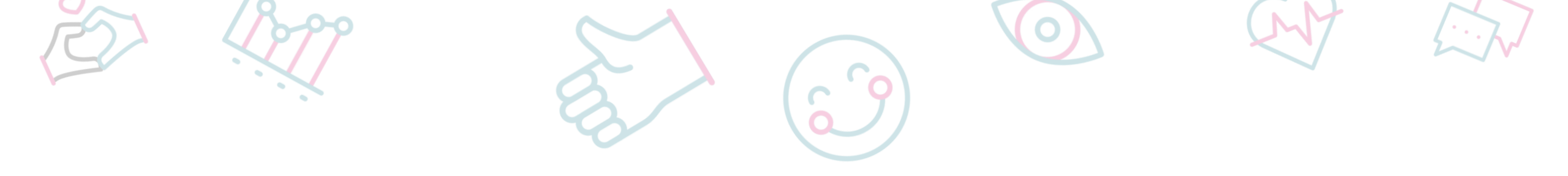
Actions in the Event of a Breach of this Policy

In the Event of a Breach

A culture of poor behaviour can develop where a student group fails to set expectations and boundaries as per this policy. In the instance that a members' behaviour does not meet the expected standards, the committee will:

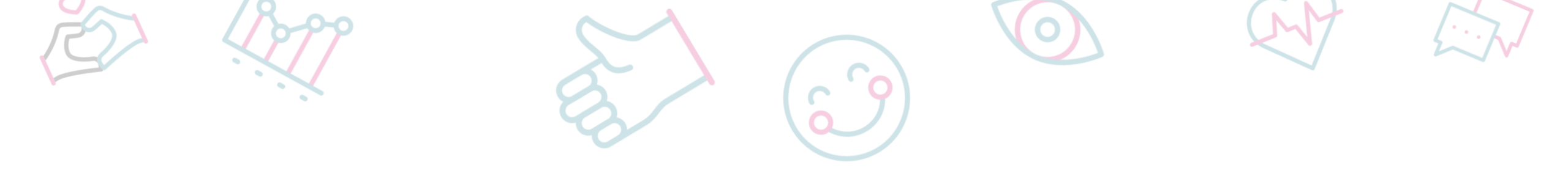
- Act as a collective, to investigate as per the handling concerns document (link), and the below traffic light policy should be used as guidance for deciding outcomes.
- Refer to relevant Activities department staff members if an incident is, or could be deemed as law breaking, major, repeated, or beyond their means and abilities to handle.

If a committee member has a conflict of interest associated with the incident, they must exclude themselves from this process.



Having Your Own Code of Conduct

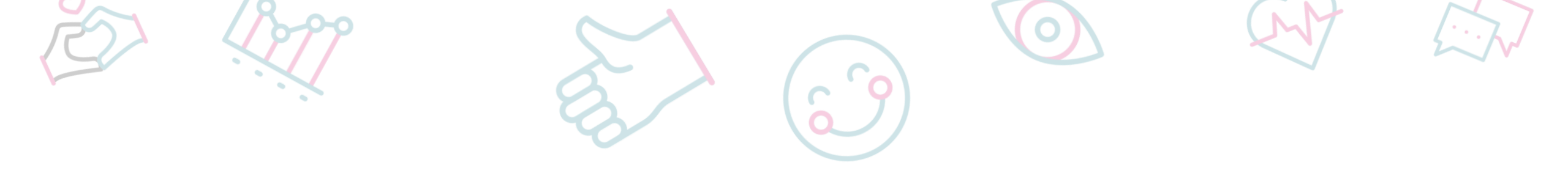




Receiving Concerns

We strongly advise against using anonymous surveys or reporting tools for members to disclose concerns or complaints.

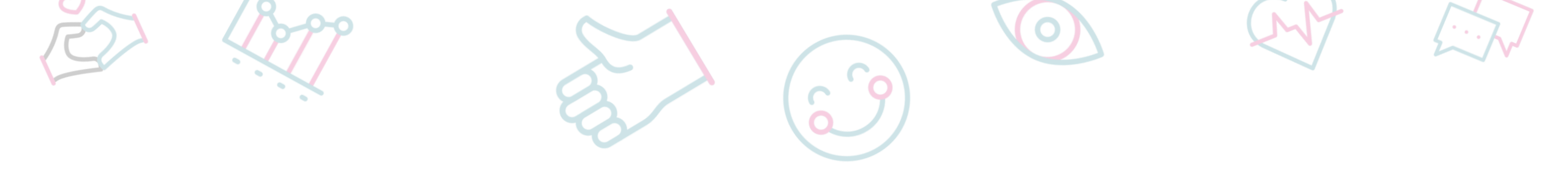




The Role of Wellbeing Officers

Their role is to support the committee in ensuring that any activities and events are run with students' wellbeing in mind, and to provide signposting support to students who may need it.





Handling Concerns Guidance

This document provides a framework for committee members to determine the scope of the concern raised and a guide to investigating appropriately.



Handling Concerns Guidance

From time to time, it might be that a member wishes to raise a concern against another member of your group. The person reporting the concern can choose to raise the concern with the SU directly, through the Students' Union's complaints policy or with their student group committee. Below is guidance on how to handle these concerns as a committee.

First and foremost, as a committee member, your role is to **listen** to your members, **recognise** when someone might need support, and have the ability to **signpost** to the appropriate support. The first step to handling a concern should always be referring to the Activities Code of Conduct. As outlined in the Activities Code of Conduct, if you do not feel you can handle the concern as a group, then you can discuss other options with the Activities team (contact details found later in this document). There are circumstances where you must pass a concern on to the Activities team, explained below, and we are here to help and support you.

1. You should **never** attempt to handle an accusation of criminal activity (including sexual assault, sexual harassment, sexual violence, abuse or physical assault). If a concern is raised, please contact the Activities team immediately. The University's Student Support and Intervention Team (SSIT) are also available [here](#), and if the victim feels comfortable in doing so, they can contact the Police. If there is any police involvement resulting from an incident within your groups' activity, you must make the Activities Team aware. You should also not attempt to handle any concern that makes you or your committee feel uncomfortable. You can discuss potential ways forward in this situation with the Activities team.
2. You should never attempt to investigate a concern that is out of your scope. This includes any accusation of criminal activity (as detailed above) and any accusation of concerning behaviour that occurs outside of student group activity. For clarity, official student group activity is defined below:
 - Regular meetings and training sessions.
 - Any events / competitions / fixtures representing the Society or Sports Club, both in and out of Cardiff.
 - Any event or activity that is publicised to members through your normal group mailing lists, WhatsApp chats, Facebook groups etc. **This includes social activity.**
 - Any activity using equipment, resources or property belonging to the group.
 - Travelling to and from activity, only when travel is officially organised and provided by the group and/or Students' Union. For example, BUCS fixtures outside of Cardiff, where transport is predominantly organised by Athletic Union staff.
3. You should ensure at least one person handling the concern has attended the relevant sessions offered by the SU as part of annual committee training. This training is repeated twice in September. If no one available has attended this training, then you must update the Activities team.
4. Where any such allegation or complaint relates to a committee member, or a committee member has a conflict of interest, they should not be involved in the process. In such cases, if the committee are depleted in number, the matter should be referred to the Students' Union who will assist with the process. Where the concern relates to more than 50% of the committee, the matter should be referred to the Students' Union.
5. Any decisions **must** be in line with the Activities Code of Conduct Policy Traffic Light system – if

you do not know what these are, or what this means, speak to the Activities department before making or communicating a decision. For the avoidance of doubt, committees are not permitted to ban another student permanently. You can ask a person to refrain from attending activity, pending the outcome of an investigation and this might be proportionate, but committees cannot issue a permanent ban without consultation with and involvement of the Activities team.

Carrying out an investigation

Introduction

This guide has been created for committee members of student groups who may encounter a situation whereby they need to carry out an investigation. This is likely to be the case if a member has raised a concern about another members actions / behaviour during student group activity. The goal of this document is to outline the steps you would need to take to carry out an investigation, as well as good practice measures that must be incorporated into the process, and where to escalate depending on the situation. **If in doubt about the appropriateness of the committee handling a concern, seek advice from the Activities' Team as a matter of urgency.**

Good Practice

The information below is guidance on good practice, that you should be aware of should you be required to manage an investigation into a concern. This is not a 'how to guide' (this comes later), but principles which should inform your next steps. If you are unsure about how to use these principles in a concern that you are investigating, please contact a representative from the Activities team.

- **Be fair and objective.** You must remain **unbiased**, considering the facts and evidence that has been provided and apply a proportionate response where appropriate. As mentioned, where any such allegation or complaint relates to a committee member, or a committee member has a conflict of interest, they should not be involved in the process. In such cases, if the committee are depleted in number, the matter should be referred to the Students' Union who will assist with the process.
- **Keep the investigation confidential.** When carrying out an investigation, do not share details of what is going on with anybody further than who is necessary for carrying out the investigation. Avoid sharing details about what's going on with other members of the student group unless **absolutely essential**. Rumours or false information can cause reputational damage for individuals which may not be necessary depending on the allegation, evidence, and decision. Details of concerns raised should **not** be shared with any parties outside your student group or the Students' Union. If it is deemed appropriate for information to be passed to other parties, this action will be taken by Students' Union staff. Sharing this concern with other parties without very good reason may be a breach of the **Activities Code of Conduct** in itself.
- **Gather as much information and evidence on the case as is reasonable.** Do not try and

obtain information that is irrelevant, as this will only confuse the situation and make it harder to investigate the matter at hand. Evidence is also essential to make a fair decision. If you are concerned about the severity of an allegation but have not been in receipt of any evidence to verify it, escalate your concerns to the Activities team for advice.

- **Ensure the process of investigation is inclusive.** Treat everyone kindly and with respect, removing barriers and disadvantages that may be present. Always listen to what the student(s) have to say, rather than dismissing them.
- **Be mindful when communicating any concerns.** You must communicate via email, rather than via Whatsapp for instance.
- **Make sure the investigation is carried out in a timely manner.** Once a concern or issue is raised, create a timeline in which you intend to follow the steps in the next section. We appreciate that your studies must take priority, but it is also important that the person who may be alleged of something is not waiting a long time to understand what will happen next. It is also important to not rush or jump to a decision.
- **All decisions should be made on the Balance of Probabilities.** This means that a decision to uphold a concern about an individual should be based on whether it is more likely, or not more likely, that the allegation is true. An investigation is meant to find out if an issue needs to be addressed, **not trying to prove guilt.**
- **Any penalty that is applied should be proportionate.** Decision making should take into consideration the extent and nature of the concern, any mitigating factors that may have affected them at the time, the impact of a possible penalty (on an individual's wellbeing, studies, etc.), and the potential for recurring risk to others in the student group. Any decisions **must** be in line with the Activities Code of Conduct Policy.

How to carry out an investigation

1. Acknowledge and **understand what the allegations are** that need to be investigated. **Designate an appropriate person** to carry out the investigation (this person may be you). Find out what outcome the person/people are seeking. Is this an outcome you can grant? Does the concern need to be escalated to the Activities team or the University? Consult the Activities Code of Conduct if you are unsure.

Think about the steps that you need to take in order to undertake a fair investigation. Who do you need to speak to; what do you need to ask; what evidence may help you to make a decision? Is the case really complicated and would benefit from support and guidance early on, or does it fall into one of the categories mentioned earlier that require immediate escalation?

When meeting with the person who's conduct has been called into question, you should let them know in advance of the meeting:

- what the allegation/concern is.
- present them with the evidence in advance of the meeting, where appropriate.
- permit them to bring someone along to support them at that meeting.
- be non-judgemental and non-accusatory, listening carefully to their response.
- consider mitigating factors that they might have mentioned and be mindful of the person's needs in terms of gender, disability, faith or other Protected Characteristics under the Equality Act 2010.
- You should also make them aware of the support available to them – signposting information is available here.

Escalating – when and who to

Ultimately, if you're not sure, ask the **Activities department**. It is better to ask early and be guided through the appropriate steps, rather than dealing with something that a committee should not be investigating.

Activities

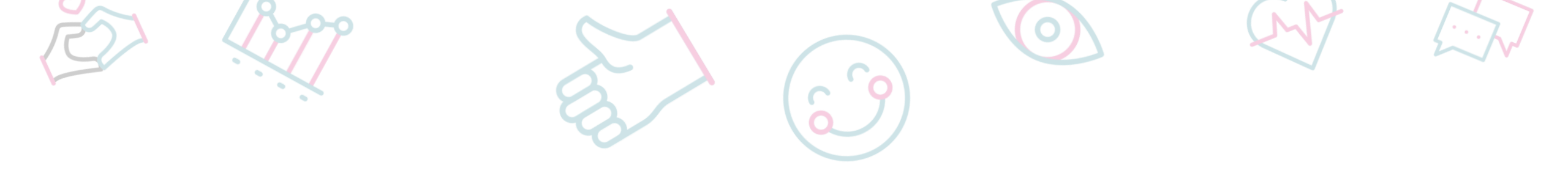
- Email: Athleticunion@Cardiff.ac.uk // Societies@Cardiff.ac.uk // Volunteering@Cardiff.ac.uk
- Contact the Student Union's Activities team if you are:
 - unsure about **how to carry out the investigation**;
 - concerned about the **severity** of the allegations;
 - **submitting** your findings and decision.

Student Advice

- Email: advice@cardiff.ac.uk // 029 2078 1410 // 3rd floor Students' Union weekdays 9:30-16:30.
- Student Advice are a **confidential** advice service, **independent** from the University.
- They are not clinical professionals but can provide advice on **student wellbeing, academic advice and housing matters**.
- They can also signpost to services both internal and external to the University should a student approach the service with an issue that falls outside of these categories.

Student Support and Intervention Team (SSIT)

- SSIT are a team of specialist practitioners able to provide bespoke, non-judgemental and confidential support that is tailored to students' needs and circumstances. Support is offered



Traffic Light System



Traffic Light Policy

If the committee is made aware of an incident of inappropriate behaviour which is deemed within their scope to manage, the Traffic Light policy should be implemented as detailed below. Refer to the Handling Concerns Guidance to understand what incidents are deemed within the committee's scope and how to investigate. This framework outlines three different stages of severity depending on the outcome of an investigation. A student will remain on green unless the committee finds they have behaved inappropriately, on the balance of probabilities, and the student will then either move to amber or red.

Green

This is the baseline standard for all members. A member in this stage is:

- Adhering to all standards as detailed by the University, Students' Union and student group.

All members of the student group will remain at this stage unless they are found to have behaved in an inappropriate manner on the balance of probability after an investigation.

Course of Action:

- Recognise, thank, and encourage continued good behaviour.

Amber

A member reaches this stage if the committee, having undertaken an appropriate investigation, believes on the balance of probabilities that a minor or moderate infringement of standards of behaviour has arisen. The outcome of Amber should be that the member returns to Green having adhered to the investigation outcomes and agreed restorative actions.

In this instance, the member must receive a verbal and written warning via email.

Additional courses of action may include:

- Suspension of no more than two weeks in total from any or all student group activity. The length and extent of this sanction within those two weeks will be proportionate in relation to the incident in question.

Restorative actions for the member may include, but are not limited to:

- Signing a behaviour agreement acknowledging your expectations for the future.
- Providing both a written, and potentially verbal, apology to the victim or aggrieved party.

Please note that if a second incident occurs after you have undertaken restorative measures,



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the first incident may be taken into consideration.

Red

A member reaches this stage if the committee, having undertaken appropriate investigation, believes on the balance of probabilities, that a serious or repeated Amber level infringement of standards of behaviour have arisen.

Reported incidents that could fall within the Red category may result in the committee, by majority agreement, suspending an individual's membership to the group, pending the above process taking place.

In this instance, before any outcomes have been communicated to the member you must consult with the Activities department.

Courses of action may include, but are not limited to:

- Suspension or termination of membership to the student group and any of its activities.
- Referral to relevant Activities department staff for disciplinary action for investigation under the Students' Union Complaints and Discipline procedures.
- Referral to external bodies as appropriate such as:
 - Cardiff University for consideration under academic regulations including fitness to practice.
 - South Wales Police for consideration under criminal proceedings.

Using the traffic light system as a student group committee

In undertaking this process, the following themes should always be adhered to:

- The process should be fair and deal with matters of fact rather than hearsay or rumour.
- The alleged offender should be made aware of all allegations against them. These allegations should remain confidential until the matter has been resolved.
- All meetings and hearings should be arranged within a reasonable timeframe, ideally within 10 days of the report, allowing due notice to be given to all parties involved to prepare but not so long as to frustrate the process.
- The process should be clearly communicated to the alleged offender to ensure they understand their rights and responsibilities.
- The Students' Union should be made aware of the outcome of such processes at the earliest opportunity.

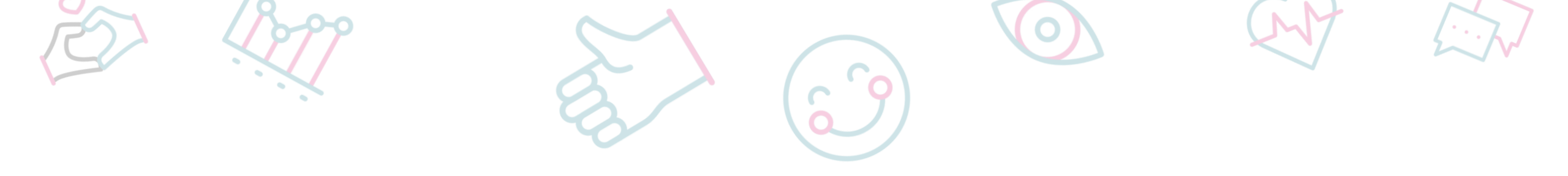


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Key Message:

Minor breaches of Code of Conduct related to group **activity** = within committees scope to manage. Use traffic light system and Handling Concerns Guidance Doc.

Major breaches of Code of Conduct / criminal offences / breach not related to **activity** = not within committees scope to manage. Escalate via University Report and Support or Students' Union.



University Report & Support

Confidentially raise concerns and access support with detail or anonymously

<https://reportandsupport.cardiff.ac.uk/>





Students' Union Student Advice

Student Advice is a free, confidential, and independent service for Cardiff University students. They can provide wellbeing advice and let you know the options available to you / your members.

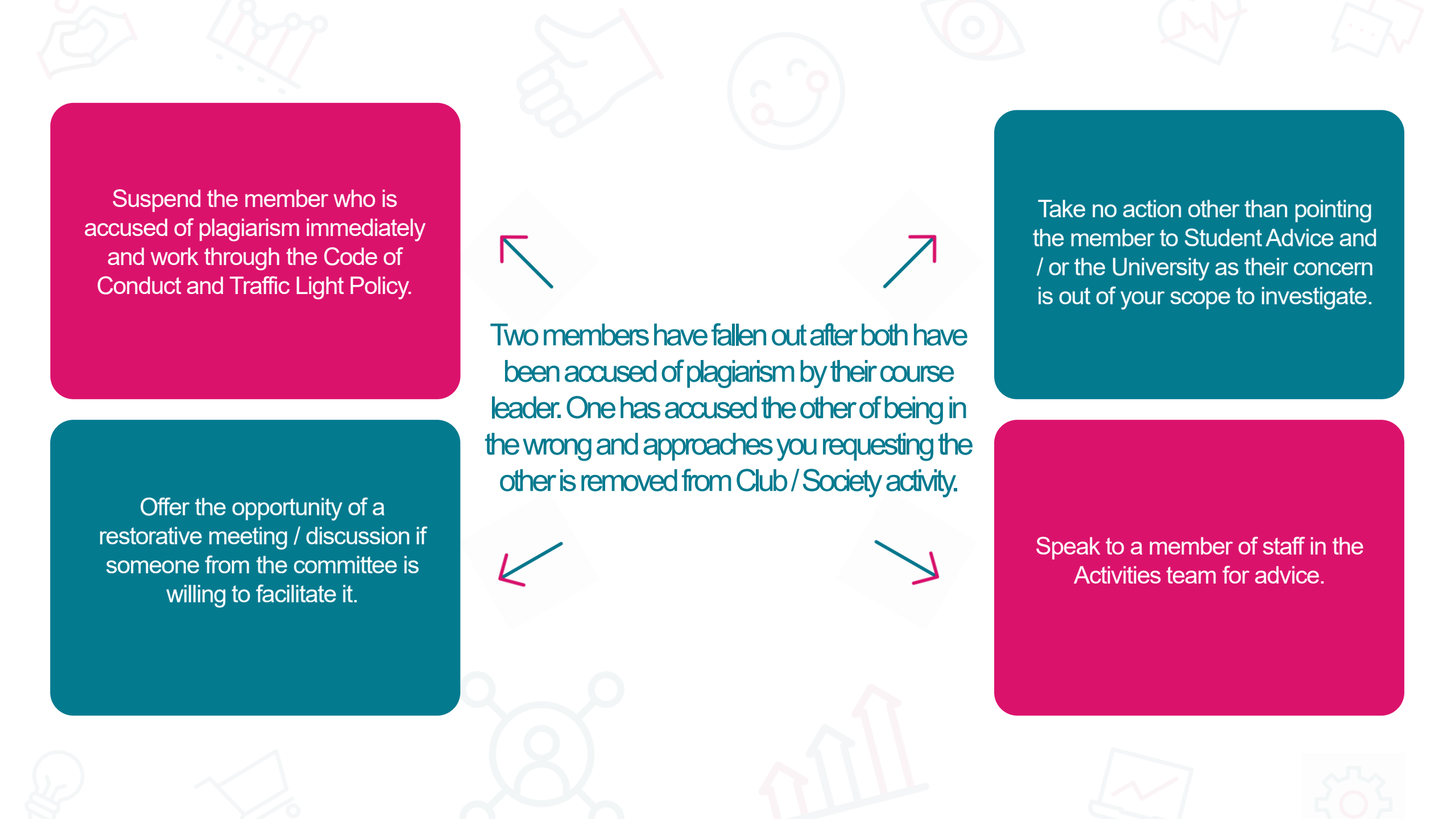




Case studies

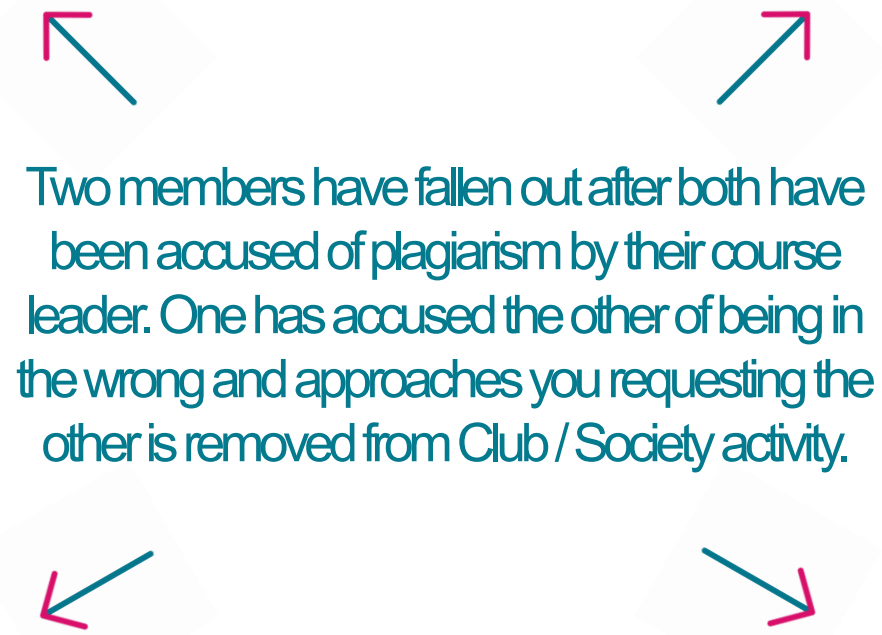
Read the scenario and work with someone alongside you to decide which option(s) you'd take based on the contents of the Code of Conduct and Handling Concerns Guidance document.





Suspend the member who is accused of plagiarism immediately and work through the Code of Conduct and Traffic Light Policy.

Offer the opportunity of a restorative meeting / discussion if someone from the committee is willing to facilitate it.

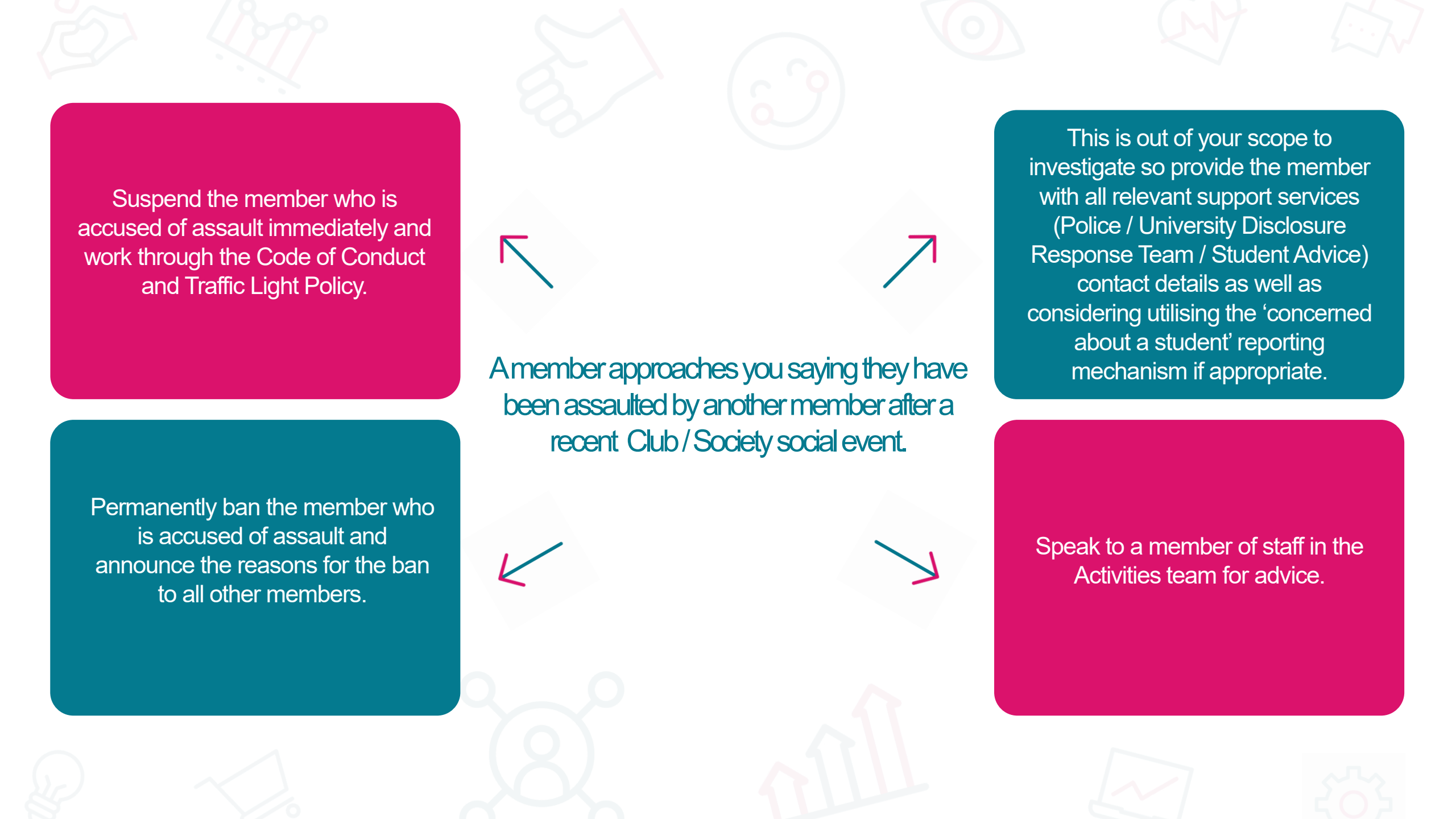


Two members have fallen out after both have been accused of plagiarism by their course leader. One has accused the other of being in the wrong and approaches you requesting the other is removed from Club / Society activity.

Take no action other than pointing the member to Student Advice and / or the University as their concern is out of your scope to investigate.

Speak to a member of staff in the Activities team for advice.





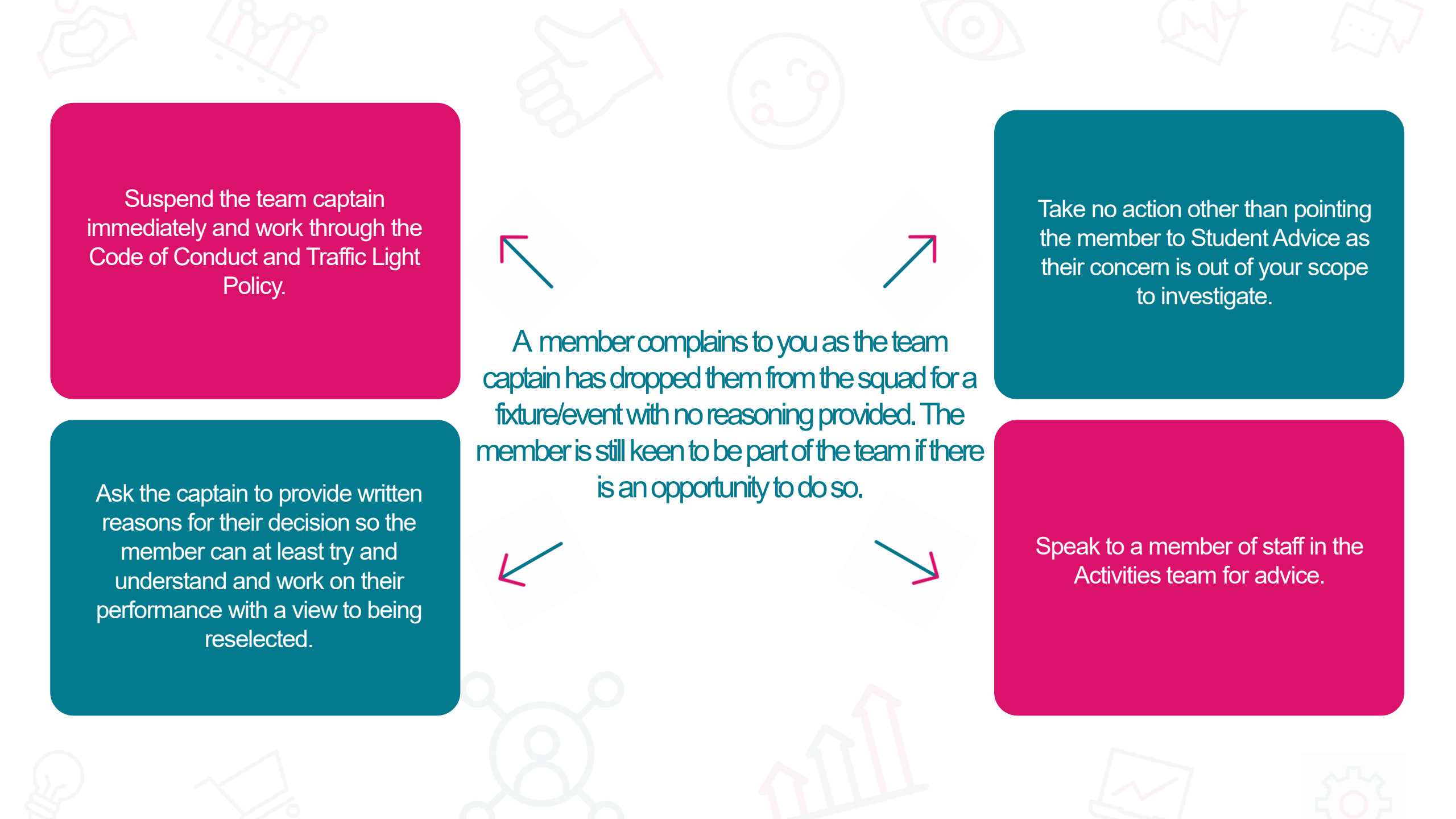
Suspend the member who is accused of assault immediately and work through the Code of Conduct and Traffic Light Policy.

A member approaches you saying they have been assaulted by another member after a recent Club / Society social event.

This is out of your scope to investigate so provide the member with all relevant support services (Police / University Disclosure Response Team / Student Advice) contact details as well as considering utilising the 'concerned about a student' reporting mechanism if appropriate.

Permanently ban the member who is accused of assault and announce the reasons for the ban to all other members.

Speak to a member of staff in the Activities team for advice.



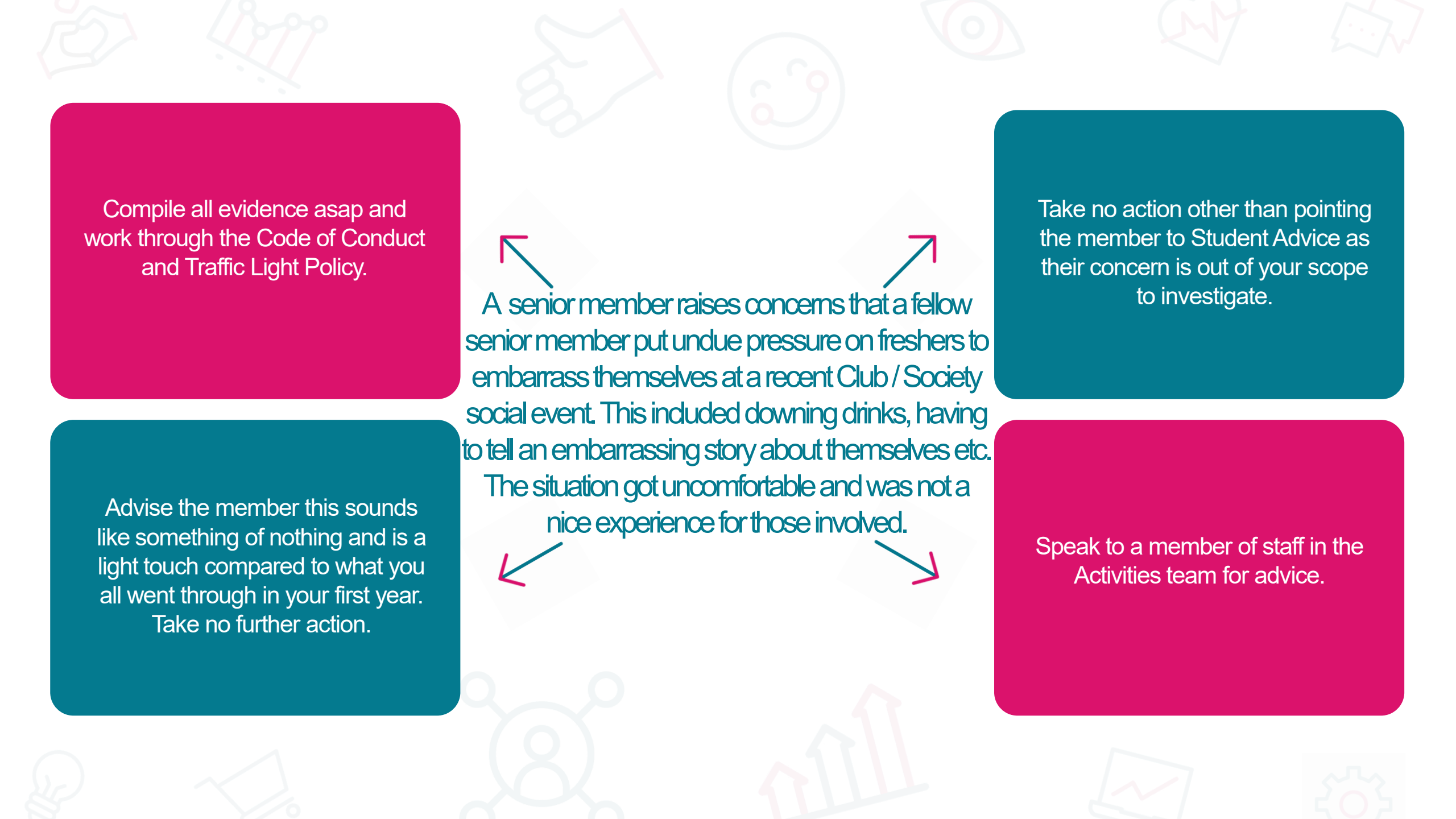
Suspend the team captain immediately and work through the Code of Conduct and Traffic Light Policy.

Ask the captain to provide written reasons for their decision so the member can at least try and understand and work on their performance with a view to being reselected.

A member complains to you as the team captain has dropped them from the squad for a fixture/event with no reasoning provided. The member is still keen to be part of the team if there is an opportunity to do so.

Take no action other than pointing the member to Student Advice as their concern is out of your scope to investigate.

Speak to a member of staff in the Activities team for advice.



Compile all evidence asap and work through the Code of Conduct and Traffic Light Policy.

A senior member raises concerns that a fellow senior member put undue pressure on freshers to embarrass themselves at a recent Club / Society social event. This included downing drinks, having to tell an embarrassing story about themselves etc. The situation got uncomfortable and was not a nice experience for those involved.

Take no action other than pointing the member to Student Advice as their concern is out of your scope to investigate.

Advise the member this sounds like something of nothing and is a light touch compared to what you all went through in your first year. Take no further action.

Speak to a member of staff in the Activities team for advice.

Committee Cohesion

As ex-committee members here are some of our top tips:

1

Work as a team, but respect each others remit

2

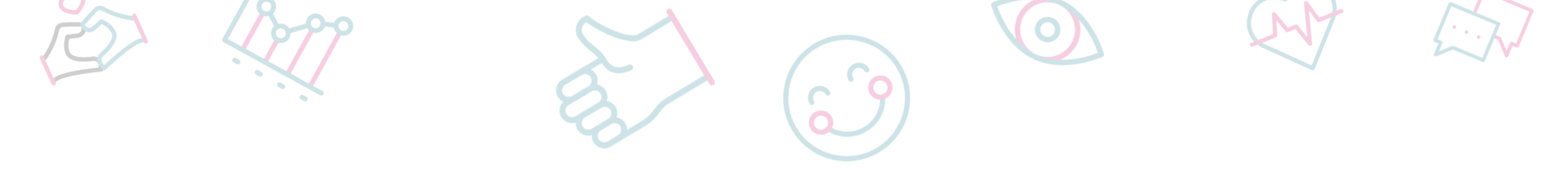
Transparency is key, if you are struggling to manage time let your other committees know so they can reallocate responsibilities. But remember wellbeing & studies > Committee

3

Avoid gossip or disclosing personal information of fellow members/committee to other members.

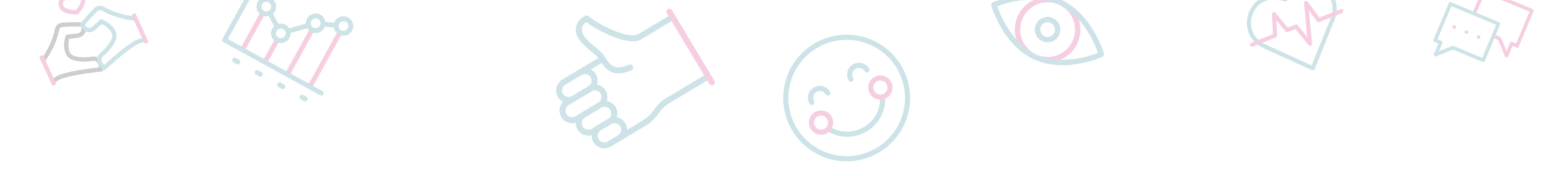
4

Collaborate amongst societies and use your resources on big ideas where you can!



Any questions?





Socials, Culture, Conduct & Conflict resolution

