



2025-2026

COMMITTEE TRAINING

THE STUDENTS'
UNION
AT UWE

RESPONSIBILITIES & EXPECTATIONS



**THE STUDENTS'
UNION**
AT UWE

RESPONSIBILITIES

As committee members you have a responsibility to ensure:

- **You** are acting in line with our code of conduct
- **Your committee** are acting in line with our code of conduct
- **Your members** are acting line with the code of conduct
- If you see any student or member breaking the University code of conduct or Students' Union code of conduct, you have a responsibility to report the behaviour!

SAFE SPACE & CULTURE

We want all of our sports clubs and societies, to be a safe space for students to enjoy your activities!

This means the committee need to create a culture that is inclusive and upholds the code of conduct.

All committee members have a responsibility to ensure your society and sports club behave in a way that showcases UWE in a positive light!



CODES OF PRACTICE

**ALL STUDENTS, WHEN THEY JOIN A
SPORTS CLUB OR SOCIETY, AGREE TO
THE "CODES OF PRACTICE".**



CODES OF PRACTICE

"MEMBERS SHOULD NOT ACT IN ANY WAY THAT COULD FORESEEABLE CAUSE HARM TO THEMSELVES OR ANYONE ELSE & BE AWARE THAT THEY OWE A 'DUTY OF CARE' TO THOSE WHO ARE CLOSELY AFFECTED BY THEIR ACTS & OMISSIONS"



CODES OF PRACTICE

**"NO ALCOHOL IS TO BE CONSUMED
ON BOARD TRANSPORT OWNED OR
ORGANISED BY THE STUDENTS'
UNION AT UWE"**



CODES OF PRACTICE

"MEMBERS WILL NOT APPLY PEER PRESSURE UPON OTHER INDIVIDUALS IN SOCIAL SITUATIONS OR OTHERWISE. MEMBERS OF THE STUDENTS' UNION AT UWE WILL NOT CARRY OUT INITIATION* CERMONIES UNLESS IT ADHERES IN FULL TO POLICY"



CODES OF PRACTICE

**"MEMBERS ARE EXPECTED TO TREAT
FACILITIES, STAFF AND STUDENTS AT THE
UNIVERSITY OF THE WEST OF ENGLAND &
OTHER INSTITUTIONS & ESTABLISHMENTS WITH
THE UTMOST RESPECT"**



WHAT IF SOMEONE BREAKS THE CODE OF PRACTICE?

- **REMOVAL OF INDIVIDUALS/TEAMS/CLUB FROM BUCS COMPETITION (OR EQUIVALENT).**
- **EXPLUSION FROM THE STUDENTS' UNION AT UWE SPORTS AND ACTIVITIES.**
- **EXPULSION FROM THE STUDENTS' UNION UWE.**
- **DISCIPLINARY PROCEEDINGS BY THE UNIVERSITY.**



**WHAT CAN YOU DO TO
CREATE A POSITIVE
CULTURE WITHIN YOUR
CLUB OR SOCIETY?**

WHAT CAN YOU DO?

- **WELCOME TALK AT THE START OF THE ACADEMIC YEAR - SET EXPECTATIONS!**
- **COMMITTEE MEMBERS ATTEND ADDITIONAL WORKSHOPS - WELLBEING SKILLS FOR STUDENT LEADERS & ALCOHOL AWARENESS!**
- **ENSURE ALL INAPPROPRIATE BEHAVIOUR IS ADDRESSED AND REPORTED THROUGH THE APPROPRIATE CHANNELS.**
- **ORGANISE EXTERNAL SPEAKERS (AND FOLLOW THE EXTERNAL SPEAKER PROCESS)!**
- **WORK WITH THE STUDENTS' UNION STAFF AND UNIVERSITY STAFF!**
- **BE AN ACTIVE BYSTANDER AND USE THE 4DS TO INTERVENE.**



IT'S NORMAL TO FREEZE OR PANIC IN A DIFFICULT SITUATION. THE 4DS WILL HELP YOU TO THINK CLEARLY AND MAKE A MEASURED DECISION ON WHAT TO DO.

- **DIRECT ACTION** - LET PEOPLE KNOW THAT THEIR ACTIONS OR LANGUAGE ARE UNACCEPTABLE AND EXPLAIN WHY IT IS NOT OKAY.
- **DISTRACTION** - OR "INDIRECT ACTION", INTERRUPT, CHANGE THE CONVERSATION OR START A CONVERSATION WITH THE PERSON TO ALLOW THEIR POTENTIAL TARGET TO MOVE AWAY OR HAVE FRIENDS INTERVENE.
- **DELEGATE** - IF YOU FIND A SITUATION THAT WORRIES YOU, FIND SOMEONE ELSE TO HELP. THIS COULD BE A STAFF MEMBER OR SOMEONE IN AUTHORITY.
- **DELAY** - WAIT FOR THE SITUATION TO PASS AND CHECK IN WITH THE INDIVIDUAL. TAKE ACTION, WHEN YOU HAVE HAD TIME TO CONSIDER. DELAY MUST ALWAYS BE FOLLOWED UP WITH SOME SORT OF ACTION, AND SHOULD NEVER BE AN EXCUSE TO DO NOTHING.

**ONLY INTERVENE WHEN IT IS SAFE TO
DO SO. IF IT IS NOT SAFE, INTERVENE
LATER AND GET HELP.
YOUR SAFETY MUST ALWAYS COME
FIRST!**

WHERE TO REPORT



If it is an
emergency, call
999

On campus, if it is not
an emergency call the
24 hour security team
0117 3286404

[UWE report and
support tool](#)

The Students'
Union at UWE staff

University staff,
CFS staff team

[UWE Wellbeing
team](#)



EXPECTATIONS



What are the expectations of committee members, and what support can you expect from staff?

EXPECTATIONS



Our expectations of you

- Professionalism & respect
- Active participation
- Adherence to deadlines
- Adherence to policies
- Accountability
- Open communication
- Collaboration & teamwork
- Problem solving & initiative



What you can expect from staff

- Guidance & support
- Clear communication
- Knowledge & resource
- Encouragement & recognition
- Constructive feedback
- Safe & inclusive environment



What your members can expect of you

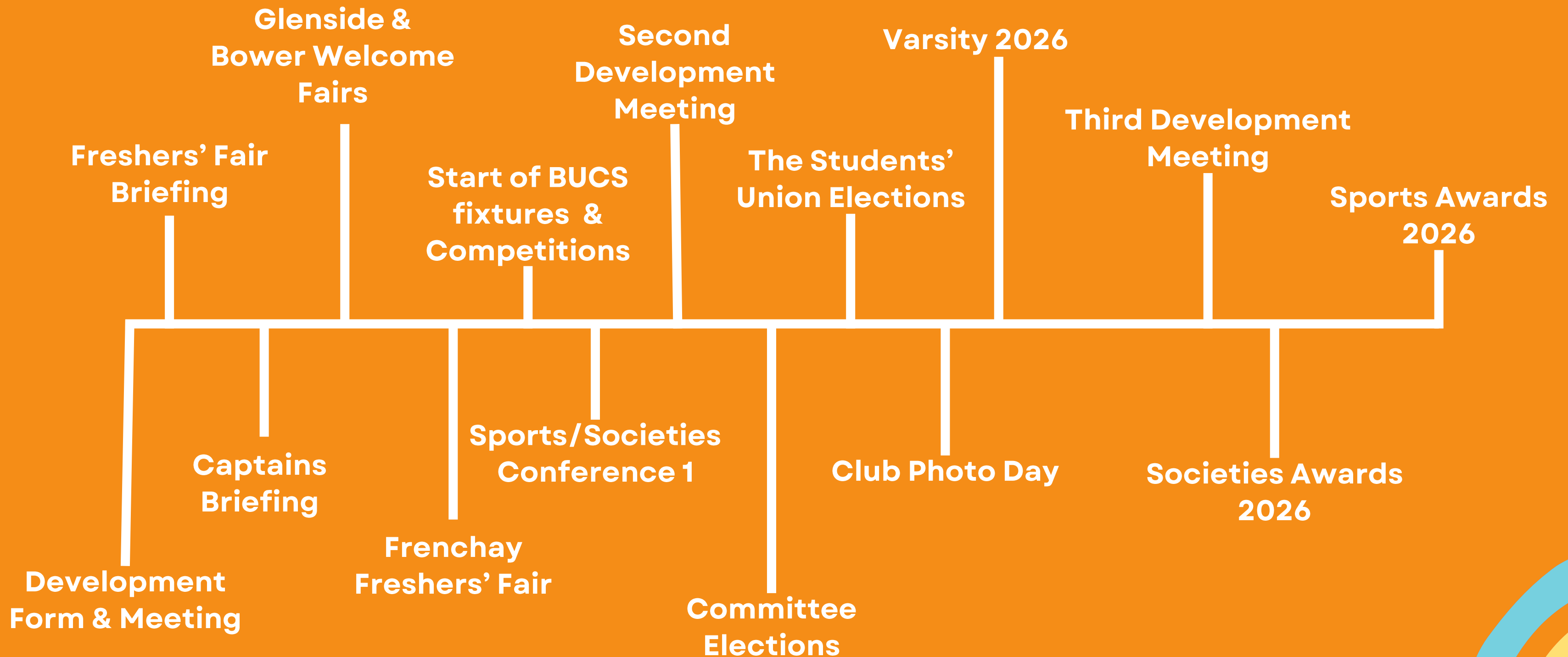
- Clear roles & responsibilities
- Open communication
- Opportunities for leadership & contribution
- Support
- Respect & inclusivity
- Transparency in decision making
- Sense of community

COMMITTEE HUB



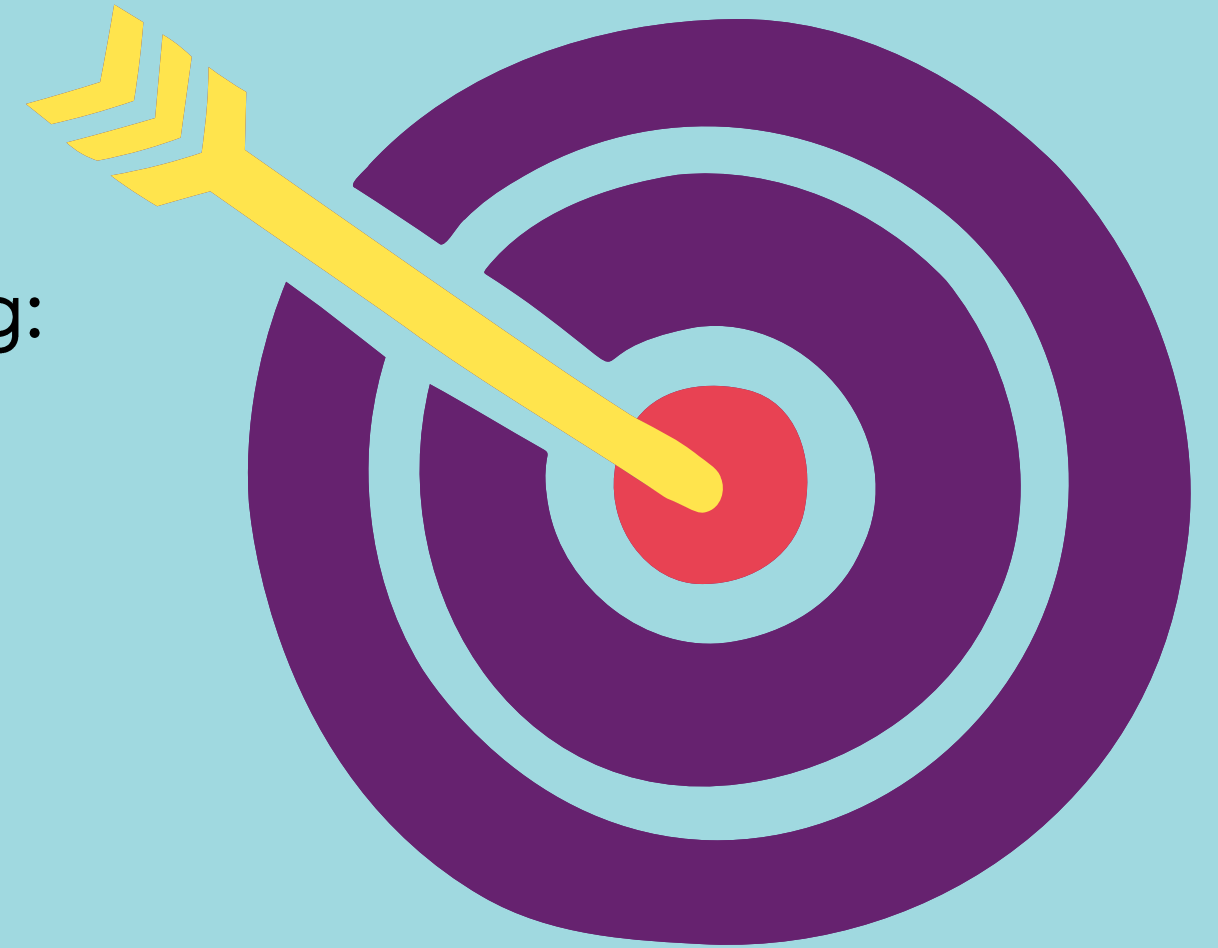


TIMELINE OF EVENTS & EXTRA OPPORTUNITIES



COMMITTEE CHECKLIST

Over the summer, you will need to complete the following:



Handover document



Budget form



Club/Society risk assessment



Freshers' Fair application



Inventory form



Signed constitution



Development form & meeting



Completed/booked onto First Aid Training (min. 2)



Completed/booked onto Wellbeing skills for student leaders workshop (min.2)



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THE STUDENTS'
UNION
AT UWE



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TBC
Trips & Transport
Assistant / Opportunities
Assistant



DOESN'T START TILL END OF JUNE
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