

Student Support & Wellbeing Committee

Date: Tuesday 06 February 2018

Time: 14:00 – 16:00

Venue: Skempton 163

PRESENT

Christian Adams (Secretary)

Daniel Balint

Hannah Bannister (Chair)

Mary Bown

Lorraine Craig

Sarah Freedman

Anita Hall

Lizzie Huckle

Fran Hyatt

Mark Kennedy

Sue Mannion

Louise Menard

Fintan O'Connor

Tabitha Pearson-Moore

Leigh Turvey (on behalf of Claire O'Brien)

Michael Swan

Angela Urasala

Jeffrey Vernon (on behalf of Julia Hillier)

Andrew Willson

Minutes

1. Apologies for absence: Nick Burstow, Alex Compton, Benita Cox, Julia Hillier, Julie King, Paul Noke, Claire O'Brien, Rosie Summerhayes
2. Welcome and introductions
3. Minutes from the previous meeting (10 October 2017) – approved. Paper A
4. Matters arising (actions from last minutes)
 - (i) Action Tracker Paper B
 - a. **Interruption of Studies communications**
(see item vii below)
 - b. **e-Halls (iv)**
Currently there is a member of staff at Wilson House who is able to support e-Halls. Still to be decided: ICT to take over maintenance or look for a new solution. (Ongoing item)

c. Council tax for partners of sub-wardens (v)

No single solution. Will need to be determined on a Hall-by-Hall or Borough-by Borough basis.

ACTION: HB and PN to draft a document setting out the requirements for each situation and consequences for partners.

d. Catalyst Fund (vi)

6 Sexual Violence Liaison Officers now trained, need to establish a support network before the SVLO's are rolled out to the College.

Disclosure training: developing training but this will not be compulsory. Active Bystanders: training for students and bar staff has been successful, currently waiting for the findings of an evaluation report to decide way forward.

EDI Strategy Group to set up a sexual harassment and bullying work group to set out the support and guidance available to all parties.

(ii) Student Death Protocol update (4)

Paper C

Amendments: 3.3.7 – add the SU Senior Management Group / replace the phrase 'pass away' with 'died'.

Ready to be sent to the appropriate committees (Quake and up through Senate) for discussion and approval.

(iii) Draft protocol on students living in Halls (5)

Link protocol on 'Fitness to return to study' and 'Fitness to live in Halls'. No single person responsible for making the final decision so this may take the form of a Panel with appeal routes. Protocol to be circulated to the SSWC soon with the aim for it to be agreed and ready by the end of this academic year.

(iv) Residential Tribunals and student accommodation contracts update (5)

Residential Tribunals have been reinstated so the wording in the student accommodation contracts does not need to be amended.

ACTION: HB and DA to update the disciplinary process.

(v) Counselling funding update (6)

Still plans to bid for additional funding to account for future demand. Silvercloud has now been purchased and to be installed by ICT / Long waiting times for student appointments raised as a concern by Faculties.

(vi) Seminar on alcohol (6)

No update but there are plans to provide a seminar on alcohol. (Ongoing item).

(vii) Interruption of Studies and fitness to return to studies (7)

See item (iii) above. (Ongoing item)

5. Student Services staffing update

Tabitha Pearson-Moore: new role of Executive Assistant to Director of Student Services.

New role of Deputy Director of Student Services to be created and responsible for delivering projects, case management of SVLO's and source of advice on complex student cases.

New full time role to report to Deputy Director of Student Services and provide support to wardens, responsible for College induction.

6. ICU NSS response – mental health training

Practicalities do not allow for Mental Health First Aid training for all personal tutors. Would be better for personal tutors to have training around what it is like to live with a mental health issue. In-house training will be provided in collaboration with Rosie Summerhayes.

ACTION; Disabilities has requested to be involved in the in-house training.

7. Update from Support Services

International Student Support

Health Surcharge for international students to be doubled to £ 300 per year, no date set yet as to when this will come into force.

Recent Immigration Rules changes have introduced a part-time Tier 4 study route and this will have an impact on students who previously attended a part time course under a Short Term Study visa, ongoing discussions with the Home Office to amend some of the wording around this change.

ISS has introduced a Safety Training for international students. Students had expressed some interest in first aid training in case they had to deal with an emergency situation outside of the College – suggested by some Committee members that St Johns Ambulance does offer training and students/the College would need to pay.

Chaplaincy

Meditation support provided: weekly drop-in sessions and 5 week course at a reduced fee for students.

PhD reflection group created / 5 week religious literacy course to introduce different religions / weekly mindfulness volunteer at Hammersmith Campus on Thursdays / new Muslim chaplain providing support 1 day a week.

Student Halls

There have been 2 recent incidents targeting Chinese students – need to keep an eye on this in case it represents a trend.

Dealing with students on the autistic spectrum – found it has been useful to have informal talks with persons in Halls to explain this in layperson terms to help promote harmony. Disabilities has asked if these students could be signposted to their service, there is an induction session for declared autistic students at the start of the year.

ACTION: MB and DB to discuss how information on autism can be incorporated into the Wardens training.

SU Welfare

Developed and implemented the Wellbeing Representation Network, which has been successful with good engagement from volunteers / the Reps are collecting student feedback on wellbeing/experiences and running campaigns to help raise awareness and build more supportive communities.

Elections are now open where students can stand to be Departmental Reps in both our Academic and Wellbeing Networks.

SU Advice

Service has been assessed for the AQS (Advice Quality Standard) and have achieved the standard required to hold this quality mark.

Service has been extended to reach more PhD students.

Student Hub

Rent guarantor scheme has been a success, no defaults and the plan is to continue the scheme / Foxtons and Marsh & Parsons does not recognise IC as a rent guarantor and this will be pointed out to students / scheme will be promoted at the private housing event on 5 March.

Plans to visit Halls later in the year and deliver talks on contracts etc.

Disabilities

Ongoing promotion of suggested reasonable adjustments documents to students / money is being spent quite quickly through the reasonable adjustment fund, currently spend is £ 15 000 for things such as note taker, ergonomic equipment / ADHD self-help group doing well / dyslexic tutor drop-in's at Departments has been successful / EDU promoting Teaching and Learning inclusion / Welcome any ideas to mark World Autism Awareness Week starting on 26 March.

Occupational Health

Progressing discussions on Suicide Prevention Programme.

Student Financial Support

Large increase in applications for Hardship Fund due to greater awareness. Evidence that there is a high demand. Students do need more information on how to differentiate between hardship and realistic living costs / Now able to provide same day payment up to £ 100 from the Hardship Fund, stop tutors loaning money to students / Tesco gift cards of £ 100 available in case a same day payment cannot be processed in time / Working with SU to promote the NASMA Financial Week, on 12 Feb SFS will have a stall to promote financial awareness, drop-ins rest of that week.

Health Centre

Recently staff shortage due to illness so there has been a wait time for medicals for fitness to return to study and IOS / Making use of locums for routine appointments / Exam Performance Workshops have been successful, 1 more this term and 2 the following term / NHS plans to withdraw psychotherapy funding from individual practices and centralise the funds/service, 60% of the psychology support funds come from the NHS and would cause a disaster for the health centre, currently appealing the decision, have received a 3 month extension on the funds until June, need to look for alternative sources of funding.

8. AOB

(i) Induction

Students are provided with a substantial amount of information at the start of year. HB would like to develop an online information programme for prospective students so they can familiarise themselves with topics such as academic preparation, emergency situations, accommodation etc prior to arrival / possibly in video format, some of the information on academic aspects could be linked to Personal Tutor System and this could be rolled out by Departments throughout the academic year.

(ii) Vaccinations

Discussion on vaccinations provided to high-risk staff. This is already provided by Occupational Health in Oct. Communication not necessarily clear to relevant staff.

ACTION: HB and Occupational Health to review list of high risk staff that require vaccinations and how this information is communicated to the relevant staff.

(iii) Resilience Workshops

General discussion on resilience workshops for students – agreed that this would be beneficial / in January FoNS ran a Relaxation and Resilience Skills workshop, this received good feedback and there are plans to repeat and run more focused sessions

AH: plans to meet with Chinese Mental Health Association to find out what support they may be able to provide. General discussion acknowledged that more work needs to be done with regards to Chinese students to promote resilience and demystify mental health support.

ACTION: HB to incorporate into induction talks some points around what information is and is not recorded on College transcripts.

(iv) Renaming Disabilities service

MB has asked if anyone has an ideas on renaming the Disabilities Service to please provide suggestions.

(v) Missing students

Raised that there was uncertainty about the College's policy on missing students. There is a policy available online: [Imperial College Missing Student Policy](#)

ACTION: HB to liaise with Nigel Ward regarding the missing student policy to review and ensure that it is easy for staff to locate.

Date of next meeting: Tuesday 5 June 2018, 14:00 – 16:00

Venue: TBC

Please send apologies to christian.adams@imperial.ac.uk