

## Student Support & Wellbeing Committee

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**Date:** Tuesday 07 February 2017

**Time:** 14:00 – 16:00

**Venue:** Skempton Building, Room 601, South Kensington Campus

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### Present

Christian Adams (Secretary)

Nas Andriopoulos

Simon Archer

Lorraine Craig

Emily-Jane Cramphorn

Sarah Freedman

Julia Hillier

Lizzie Huckle

Colin Kerr

Sue Mannion

Malcolm McLean (on behalf of Julie King)

Mili Mehta

Louise Menard

Rosie Summerhayes

Leigh Turvey (on behalf of Claire O'Brien)

Lynda White

Denis Wright (Chair)

### Minutes

1. **Apologies for absence:** Mary Bown, Paul Noke, Fran Hyatt, Julie King and Angela Ursasala
2. **Minutes of the previous meeting – Tuesday 11 October 2016** Paper A  
Add Julia Hillier to the minutes as she was present at this meeting.
3. **Matters Arising: (actions from last minutes)**
  - (i) **Action tracker** Paper B
    2. **Respect for Others Harassment, Bullying and Victimisation Policy** – still with the Secretariat.
    5. **Students being able to select their roommates** – Confirmed that if a student has a friend they can request to share a room.
    6. **Interruption of Studies communication** – The Chair is working with the Academic Registrar to develop an assessment process to cover support before, during and after a health interruption has been taken. Noted there may be immigration issues for international students – there is a College requirement that students require clearance from the IC Health Centre to return to study; however, these students would be in their home country and may require a visa to return to the UK. A flexible approach is therefore required – with medical assessment in the student's home country where appropriate.
    8. **Pre-sessional student's ID cards and accommodation** – once the new student system is in place in 2018 there should be no gap between ID cards. Malcolm McLean to discuss with Julie King a 'work around' for the Summer 2017 cohort. UG pre-sessional students are always housed in Hall accommodation; for PG students

- this more difficult. Malcolm McLean to check with Julie King if the accommodation issue is more satisfactory now. [JK]
- (ii) **Pre-sessional student's ID cards/accommodation [5i] [JK]**  
Discussed above at 3 (i).
  - (iii) **Meningitis Protocol [5iii] [DW]**  
Revised – no change in procedures but the contact details have been updated and information is now presented in flowcharts [**Note:** this is now on Occupation Health's Emergency webpage]
  - (iv) **IOS procedures [5iv] [DW]**  
Discussed above at 3(i).
  - (v) **Mental Health Difficulties Protocol [7] [DW]**  
Since the last meeting the Chair has made some minor changes to the protocol including updating job titles and contact details, removed irrelevant information; added a number of links, and reordered and brought forward emergency algorithm. Now complete and will replace existing protocol. [**Note:** this is now on both Occupation Health's Emergency webpage and on the Personal Tutors' Guide]
  - (vi) **College Tutors [8v] [DW]**  
The Provost Board is currently reviewing the College Tutor system and it has been decided at this time not to appoint a 5<sup>th</sup> College Tutor.
  - (vii) **SCMHA inductions in departments [8ix] [RS]**  
Inductions delivered to first year students in 11 departments, with two departments outstanding and no date set. Overall attendance was very good and has led to an increase in students using the Counselling service.
  - (viii) **Felix article [8xiv] [E-JC]**  
E-JC has written an article in Felix in response. ICU has organised an independent review of the Felix to be conducted by a professional journalist.
  - (ix) **Guidance on drugs [8xiv] [DW]**  
Wardens have requested more guidance on dealing with drugs in halls. A drugs seminar by Liam Watson was delivered in November 2016, another seminar will be delivered in 2017. Liam Watson could also deliver a seminar on alcohol. The Chair suggested that the Alcohol and Substances Misuse Policy be put up for revision at the next SSWC meeting in June.

#### 4. **Mental Health Code of Practice and Guidelines (RS)**

Paper C

Completed bar minor changes on fitness to practice – Medicine to review and draft changes.

**ACTION:** Changes to the policy to be agreed by Chair's action [**Note:** this will be on the Student Counselling and Mental Health Advice Service webpages once links have been checked by Communications]

#### 5. **Residential Life Committee and Wardens' Report (AM)**

Issues highlighted – students returning from Interruption of Studies too soon and the strain it places on halls staff; E-JC/ICU will pilot a mental health first aid training for wardens on 12 March; E-halls is an electronic system developed by Paul Beaumont used by halls to monitor numbers over moving in weekends and collect data on other issues such as disciplinary action. Paul may be leaving; he owns the code – how to manage this in the future?

**ACTION: AM** (with Paul Noke)

Partners of sub-wardens - there are Council tax and immigration implications. Paul Noke to ensure a uniform policy so that sub-wardens/partners treated the same.

**ACTION: Paul Noke** (report via Chair)

#### 6. **Sexual Violence Initiative (DW and EJC)**

Bystander Intervention training – the College has submitted a bid for funding to HEFCE to provide this training to frontline students and ICU staff e.g. hall seniors, ICU bar staff, clubs & societies.

Financially not feasible to roll out to individual students so need to create a culture of intervention and train those most likely to encounter situations which may lead to sexual violence.

Sexual Violence Liaison Officer - coupled with funding bid for Bystander Intervention programme, a request for funding to develop a Sexual Violence Liaison officer role. Intention is for staff at the College who already have a support role to take on this role, e.g. manage individual cases. Training was also proposed for front-line staff (e.g. Wardens, Senior Tutors) on responding to students who disclose they have been subjected to sexual violence. [**Note:** the bid to HEFCE was successful; the project is being taken forward by the Vice Provost (Education)]

## 7. Updates from Support Services - any oral reports

**Counselling** - a year-on-year 30% increase in requests for appointments. As a result, the service has introduced a number of interim measures to help manage waiting times: the number of sessions offered has been reduced from 1+7 to 1+4 sessions (with the possibility of additional sessions later in year). A triage system operates to ensure that the most urgent cases are prioritised; an additional student counsellor (0.3fte) has been appointed on a 6-month contract; the Silwood Park counsellor has also been assisting at South Kensington. Additional resources have been requested in the planning round for 2017/18, including the purchase of Silvercloud software, a CBT-based system, which will be suitable to provide support to some students (see Keele University website).

**IC Health Centre** – the increased CBT provision this year (extra session a week on Wednesday afternoons) has been helpful, with fewer referrals to IAPT.

**Disability Advisory Service** - Government changes to disability allowance (DSA) has led to IC bringing support for non-medical help in-house, funded by a College Suggested Reasonable Adjustment Fund. This has meant that following a needs assessment by DAS, interventions can be put in place for students more quickly. This is open to home and international students, and support can be in place within a few days to a couple of weeks. An Asperger Specialist Adviser is now in post.

**International Student Support** – webpages updated to reflect current immigration situation in the US which is affecting our students.

**Student Hub** – Decision to be taken by College (Jane Neary) on whether or not students staying at Evelyn Gardens should be allowed to reapply to stay there after their 2<sup>nd</sup> year. [**Report via Chair**]

**Occupational Health** - Healthy Living Week was a success and currently promoting the smoking cessation service.

## 8. AOB

- (i) Warden vacancy (**DW**) – members of the SSWC were asked to circulate to interested parties.

Date of next meeting: Tuesday 6 June, 2-4pm

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Please send apologies to [christian.adams@imperial.ac.uk](mailto:christian.adams@imperial.ac.uk)