DEFINITION

This code of Practice contains the regulations and policies by which all Students’ Union Clubs and Societies should abide. An up-to-date copy of this Code of Practice shall be available for viewing at each meeting of Societies and Athletic Union councils and through the Student Activities Office.

AIMS

- To ensure all clubs and societies are inclusive
- To ensure that clubs and societies abide by Students’ Union policies which are relevant to their activities.

AMENDMENTS

- The Code of Practice can be amended by:
  1) a 2/3rds majority of both Societies and Athletic Union council.

IMPLEMENTATION

- If a Student Group’s Constitution contravenes this Code of Practice, or any of its policies the following process can be followed:
  1) The Activities or Athletic Union Executive can propose a change to that Student Group’s Constitution.
  2) This change must be taken to a General Meeting of that Group and voted on by its members.
  3) If there is a 2/3rds majority of members present in favour of the amendment, the amendment must be implemented in the constitution. This will then be noted below, and can be reviewed after 3 years.
  4) If the members vote against the change, this must also be noted below and the same proposed change cannot be made within the 3 year period.
DISCIPLINE PROCEDURE

If a Student Group refuses to comply to anything in this Code of Practice:

1) The President of the group will be informed in writing of the reasons for the existence of this policy/policies, and why they are forced to adhere to them.
2) If the Society still refuses to comply with the policy/policies, then the Societies exec will meet to decide on appropriate sanctions. These could include:
   (i) A written warning to that Group’s committee
   (ii) Fining the committee
   (iii) Suspension of that Group
   (iv) Beginning the Disaffiliation Procedure as outlined in the Big Red Book.
3) If AU Club or Group’s refuse to comply with policy/policies, appropriate sanctions will be taken as outlined in the AU Disciplinary Procedure

BIG RED BOOK

In addition to this Code of Practice, Societies should abide by the following Sections of the Big Red Book (the Students’ Union Constitution):

Chapter 12: Athletic Union (for Athletic Union clubs)
Chapter 13: Societies (for Societies)
Chapter 17: Finance (for all Student Groups)

In addition Groups should also be holding their elections along the guidelines provided in Chapter 18: Elections, unless their Constitution states otherwise.

DEFINITIONS

(a) A Student Activity for the purpose of this Code of Practice is defined as any activity which falls within the Societies or Athletic Union body.
(b) A Student Group or Group is defined as any body affiliated to the Students’ Union as part of Societies or the Athletic Union. Where a Student Group or Group is given an instruction, it is the Committee’s responsibility to carry this out.
(c) A Meeting is any event where any number of members of a Student Group meet collectively.
(d) A Committee is an elected group of individuals who run a Student Group on behalf of its members.
(e) Activities Council is the collective name for the two bodies which govern Student Activities (as defined above): Societies and Athletic Union Council.
AMENDMENT

(a) The policy file can be amended by:

1) A simple majority of both Societies and Athletic Union Council.

or

2) A simple majority of either Societies or Athletic Union Council and a 2/3 majority of the Students' Union Executive Committee.

(b) Should a proposed policy be amended by either Societies or Athletic union council before the other has met, the amended version will be taken to that council.

(c) Proposed amendments to a policy must be submitted to the Athletic Union or Activities Officer at least 2 weeks prior to the next AU or Societies Council. These amendments shall be accepted or not at their discretion, and if accepted, taken to the next council.

(d) A proposed policy must be received by the Athletic Union or Activities Officer at least 2 weeks prior to the next Council.

(e) Any proposed policy cannot contradict another policy, including the policy of the Students' Union.

1. "STUDENT ACTIVITIES"

ACTIVITIES COUNCIL BELIEVES:

1. That all students should have access to Student Activities, such as those provided by Clubs and Societies.

2. That well organised, high Student Activities serve to improve the image of the University of Nottingham and the Students' Union.
The Students’ Union is committed to an equal opportunities policy that ensures that no student, employee or visitor will be treated differently from any other, except on the grounds of competence.

The Students’ Union recognises that people may become disadvantaged or experience oppression or harassment because of the discrimination that exists in society. The Students’ Union believes that discrimination, direct or indirect, is not acceptable and will not be tolerated. The Students’ Union aims to remove all forms of discrimination. **Every single student should have an equal chance to get involved in all aspects of activities provided by Student Groups.**

Discrimination may take the form of stereotyping, bullying through physical/verbal attacks or misleading information. Such actions will be treated as a disciplinary offence.

No person that comes into contact with the Students’ Union should receive less favourable treatment, be disadvantaged themselves or discriminate against others on any grounds, including, but not limited to:

i. Age  
ii. Disability  
iii. Gender  
iv. Physical appearance  
v. Political belief  
vi. Race/Ethnicity  
vii. Religion  
viii. Sexuality  
ix. Social or financial status

**i. AGE**  
**ACTIVITIES COUNCIL NOTES**  
1. that age discrimination may occur when someone is treated less favourably than another, in similar circumstances, because of their age.

**ACTIVITIES COUNCIL BELIEVES**  
1. that ageism is harmful and will not be tolerated  
2. that non-adult and mature students are particularly susceptible to ageism

**ACTIVITIES COUNCIL RESOLVES**  
1. to provide activities for all students, irrespective of age

**ii. DISABILITY**  
**ACTIVITIES COUNCIL NOTES**  
1. that students with disabilities are particularly open to indirect discrimination through the facilities available and activities provided and the way that they are treated, especially when the disability is hidden  
2. that students may not wish to disclose their disability  
3. that the inaccessibility of all aspects of activities, including but not limited to meetings and socials represents an infringement on their civil liberties.
ACTIVITIES COUNCIL RESOLVES
1. to ensure that all activities shall be accessible to all

iii. GENDER
ACTIVITIES COUNCIL NOTES
1. that both men and women may be discriminated against because of their gender
2. that transgendered people face transphobia because of the ignorance in society

ACTIVITIES COUNCIL BELIEVES
1. that sexism is harmful in modern society, and that although the genders may have different needs they should always be treated with equality
2. whilst some national governing bodies may stipulate that ‘competition’ be gender specific, membership to all student groups must be accessible to all, irrespective of gender

ACTIVITIES COUNCIL RESOLVES
1. to provide activities for all students, irrespective of gender
2. to condemn discrimination on the grounds of gender
3. to condemn discrimination against transgender people in all its form

iv. PHYSICAL APPEARANCE
ACTIVITIES COUNCIL NOTES
1. that people may be discriminated against because of their physical appearance

ACTIVITIES COUNCIL BELIEVES
1. that someone’s physical appearance should not impinge their right to equality

v. POLITICAL BELIEF
ACTIVITIES COUNCIL DEFENDS
1. the right to freedom of political beliefs

vi. RACE/ ETHNICITY
ACTIVITIES COUNCIL BELIEVES
1. that racism is an intolerance towards other people due to their skin colour, nationality, language, accent, culture or ethnicity
2. that racism should not be tolerated in any form

ACTIVITIES COUNCIL CONDEMONS
1. the actions of individuals which may be of a racist nature

ACTIVITIES COUNCIL RESOLVES
1. to condemn racism in any form in all Student Groups
vii. RELIGION

ACTIVITIES COUNCIL NOTES
1. that individuals may choose to follow a religion, a belief system, or atheism as a way of life
2. that every student has an equal right to have a faith

ACTIVITIES COUNCIL RESOLVES
1. To respect all religious needs and necessities
2. To oppose all forms of religious discrimination, including discrimination against atheists
3. To oppose the imposition of religious or secular values onto members of the student body
4. To take reasonable steps to ensure all its services, publications, democratic structures and processes do not discriminate against students on religious grounds.

viii. SEXUALITY

ACTIVITIES COUNCIL NOTES:
1. That people face discrimination, ignorance, and harassment in society because of their sexual orientation

ACTIVITIES COUNCIL BELIEVES
1. in equal rights for all, regardless of sexual orientation
2. that same-sex relationships are a natural part of life for many people and that everyone should be protected against homophobic bullying.
3. that people should be free to practice their faith, regardless of their sexual orientation.

ACTIVITIES COUNCIL RESOLVES
1. to condemn discrimination against on the basis of sexual orientation

ix. SOCIAL AND FINANCIAL STATUS

ACTIVITIES COUNCIL NOTES
1. that discrimination occurs in society due to social class and financial status

ACTIVITIES COUNCIL BELIEVES
1. that such discrimination is harmful and should not be tolerated.

3. "INCLUSIVENESS OF STUDENT GROUP EVENTS"

ACTIVITIES COUNCIL NOTES
1. The term ‘event’, for the purpose of this policy, will be taken to mean “an activity that members of the group are expected to perform to gain creditability or status within the group which, explicitly or implicitly, may compromise a persons inherent dignity as
a person, by forcing or requiring an individual to consume alcohol, eat mixtures of food stuffs, engage in nudity or any other activity that may be deemed humiliating and have the effect of excluding individuals”.

2. That members of Student Groups are often faced with immense peer pressure and a desire to conform to the group tradition so as to become accepted within the group.

ACTIVITIES COUNCIL BELIEVES
1. Events, as defined in Student Activities Councils Note 1, can be a barrier to inclusion.
2. That the practice of such is a dangerous and degrading exercise that jeopardises the safety of members and is a source of negative publicity within the community for the Union and the Union group involved.
3. Students should behave in a responsible and respectful manner within the communities, which exist both on and off campus.
4. Peer pressure often results in individuals carrying out acts that they normally would not.

ACTIVITIES COUNCIL RESOLVES
1. To ban all events as defined in the Union notes
2. That students must show respect for the communities which exist both on and off campus while carrying out all their activities.

4. "SMOKING"

ACTIVITIES COUNCIL NOTES:
1. The potential long and short term health problems that may be caused as a result of smoking, in both the smoker and those around them.
2. That some students may find smoking to be an unsociable pastime.

ACTIVITIES COUNCIL BELIEVES:
1. That the good health of individuals should not be affected by the actions of others.
2. That self-regulation plays a major part in the control of smoking.

ACTIVITIES COUNCIL INSTRUCTS:
1. Student Groups that advertising, sponsorship or donations relating to tobacco products or from tobacco companies must not be accepted.
2. Those present at all Student Group meetings to refrain from smoking.

5. "DRUGS AND ALCOHOL AWARENESS"

ACTIVITIES COUNCIL NOTES:
1. The long and short-term effects of both drug abuse and excessive alcohol consumption.
2. That incidents of damage to University, Students’ Union and personal property and physical harm to individuals are frequently alcohol or drug related.
3. That the behaviour of some students when under the influence of alcohol or drugs can bring the Students’ Union, the University and their Student Group into disrepute.
4. That the presence of alcohol discourages some of its Members from becoming involved in certain events and activities.

ACTIVITIES COUNCIL BELIEVES:
1. That damage to property and harm to individuals through negligence is unacceptable.
2. That alcohol in particular is a major factor in disturbances at University sites and in local residential areas.
3. That Student Groups should be aware of the risks relating to alcohol and drug abuse.
4. That Student Group committees have a responsibility to ensure sensible drinking within their activities.
5. That student groups affiliated to the Students’ Union have a duty of care to their Members.
6. That soft drinks and free water should always be available where alcoholic drinks are available.

ACTIVITIES COUNCIL INSTRUCTS:
1. Those attending Student Group committee meetings, Activities Councils, or representing students on any other body, not to consume alcohol or other intoxicating substances during or immediately before these meetings.
2. All Student Groups to refer to the Students’ Union’s Alcohol and Drugs Checklist when planning any activity for their members.

6. "PROVISION OF NON-ALCOHOLIC EVENTS"

ACTIVITIES COUNCIL NOTES:
1. Its policies “Drugs and alcohol awareness” and “Equal Opportunities”
2. That many students choose not to drink alcohol for personal, cultural and religious reasons
3. That student culture is often alcohol-driven which leads to the exclusion of those who prefer not to drink or be around alcohol, as well as the stereotyping of British students.

ACTIVITIES COUNCIL BELIEVES:
1. That we should strive to be as inclusive as possible

ACTIVITIES COUNCIL INSTRUCTS:
1. Student Groups to organise and promote a range of non-alcoholic events throughout the year.
2. Student Groups to promote and encourage sensible drinking at all events.

7. "EVENTS INVOLVING ALCOHOL"

**ACTIVITIES COUNCIL NOTES:**
1. Socials are a vital component of an active Student Group
2. Socials promote interaction between Student Group members and form an enjoyable part of the university experience
3. Some Student Groups hold socials that involve alcohol. This could be due to competitions, prizes or venues where events are held
4. The recommended daily intake of alcohol is 2-3 units for women and 3-4 units for men

**ACTIVITIES COUNCIL BELIEVES:**
1. Social events should be accessible to all members of the Student Group
2. Socials involving alcohol can act as a barrier to inclusion, and can promote binge drinking
3. Binge drinking (drinking more than your recommended daily intake of alcohol) can seriously damage the health of an individual, and promote socially unacceptable behaviour
4. Not all socials can be accessible to all members
5. Student Groups have a responsibility to consider the welfare of their members when planning or taking part in organised social events

**ACTIVITIES COUNCIL INSTRUCTS:**
1. When an alcoholic prize is to be awarded, an alternative non-alcoholic prize must also be available and offered to the recipient
2. For every event that takes place in an establishment serving alcohol, a committee should try and organise an event that takes place where alcohol is not being served
3. A Student Group should not plan, encourage or support drinking competitions at an organised event
4. Student Groups planning to visit more than one licensed establishment in one organised activity must not encourage members to drink more than they desire.
5. Student Groups must never encourage a member to drink more than the recommended daily intake of alcohol.
6. Student Groups must at all times consider the welfare of their members

8. "SLAVE AUCTIONS"

**ACTIVITIES COUNCIL NOTES:**
1. Africans were taken forcibly by from the continent of Africa to the Americas and the Caribbean by Europeans for 400 years, to be sold in slavery.
2. African slaves were treated as material objects to be bought and sold at market during slave auctions.
3. Countless millions of Africans died during the journey from Africa to the Caribbean and from brutality on slave plantations.
ACTIVITIES COUNCIL BELIEVES:
1. The staging of “slave auctions” is offensive to African and Caribbean members of the Students’ Union and African and Caribbean people in general.
2. The staging of “slave auctions” going against the Students’ Union policies “Equal Opportunities” and “Race and Ethnicity”

ACTIVITIES COUNCIL PROHIBITS THE STAGING OF EVENTS:
1. That involve the auctioning of human beings
2. That use the term Slave Auction

9. “FREEDOM OF EXPRESSION”

ACTIVITIES COUNCIL NOTES:
1. The Universal Declaration of Human Rights article 19 states, “everyone has the right to freedom of opinion and expression”.
2. The Universal Declaration of Human Rights article 30 states, “nothing in this declaration may be interpreted as implying for any state, group or person any right to engage in any activity or to perform any act aimed at the destruction of any of the rights and freedoms set forth herein.”

ACTIVITIES COUNCIL BELIEVES:
1. Freedom of expression is a fundamental right in a democratic society.
2. “Freedom of speech” should not be used in order to remove the fundamental rights of others.
3. That a “No Platform” policy would be ineffective and open to abuse if adopted at the University of Nottingham.
4. Members of a Student Group must be allowed freedom of expression for all, however it is at the committee’

ACTIVITIES COUNCIL RESOLVES:
1. To protect and promote freedom of expression within the Students’ Union, without weakening the policy “Equal Opportunities.”

10. “ANIMALS IN ENTERTAINMENT”

ACTIVITIES COUNCIL BELIEVES
1. That the exploitation of animals in entertainment is offensive to some students.

ACTIVITIES COUNCIL PROHIBITS
2. Students’ Union events that use mistreated animals for entertainment.

ACTIVITIES COUNCIL DISCOURAGES
11. "ANIMAL TESTED PRODUCTS"

ACTIVITIES COUNCIL NOTES
1. that cosmetic testing on animals is banned in Britain.

ACTIVITIES COUNCIL BELIEVES
1. that all experiments on cosmetic products and their ingredients involving animals are unnecessary, and that there is now a wide range of non-tested products available.

ACTIVITIES COUNCIL ENCOURAGES
1. Student groups to seek alternatives to products which have been tested on animals or which contain ingredients which have been tested on animals.

12. "ENVIRONMENTAL RESPONSIBILITY"

ACTIVITIES COUNCIL NOTES:
1. That at present society is consuming resources at an unsustainable rate, which is detrimental both to the physical environment and to society in the long-term.
2. “Schools, colleges and universities comprise more than 5% of all buildings in the UK and it is therefore vital that their resources are managed efficiently and in an environmentally responsible way.” [Charles Clarke MP]
3. That students and their organisations can play a vital role in addressing the university’s environmental practice by using their campaigning power.
4. That student groups make up a significant part of the student body.

ACTIVITIES COUNCIL BELIEVES
1. Student Groups should be aware of and act in line with environmental responsibility

13. "FOREIGN LANGUAGE NOTICES ON STUDENTS' UNION NOTICEBOARDS"

ACTIVITIES COUNCIL NOTES:
1. The provision for noticeboards by the Students' Union.
2. The importance of notices as an effective channel of communication between Student Groups and their members.
3. That all activities are accessible to all members of the Students' Union.

ACTIVITIES COUNCIL BELIEVES:
1. That all members of the Students' Union have a right to access information on noticeboards.

ACTIVITIES COUNCIL INSTRUCTS:
1. Student Group committees to ensure that all notices in a foreign language are accompanied by an English translation and that the translation is an accurate interpretation of the original notice.

14. "COUNTERING OPPOSING VIEWS"

ACTIVITIES COUNCIL NOTES:
1. Its “Free Speech” policy.

ACTIVITIES COUNCIL BELIEVES:
1. That some opinions expressed under “Free Speech” may be contrary to those of the Students' Union.
2. That when we provide a platform for those whose views we disagree with those views should not go unchallenged.

ACTIVITIES COUNCIL RESOLVES:
1. That any Student Group providing a platform to a person that is likely to express views in opposition to those of the Students' Union as expressed in Policy must inform the Students' Union President in writing at the earliest possible time, but in any case not less than fifteen Students' Union Days in advance.
2. That any Student Group providing a platform to a person that is likely to express views in opposition to those of another Student Group, should inform them of that group at the earliest possible time, and give them an opportunity for response.

15. "FACILITIES"

ACTIVITIES COUNCIL BELIEVES:
1. That high quality and safe facilities are required to provide a good standard of Student Activities.
2. That all students should have access to suitable facilities for their activities.

ACTIVITIES COUNCIL RESOLVES:
1. That it is the responsibility of Student Group committees to communicate with the relevant Executive Officer their requirements of appropriate facilities for their activities.

16. "PORNOGRAPHY"

ACTIVITIES COUNCIL NOTES:
1. Pornography as the explicit representation of the human form, intended to stimulate erotic rather than aesthetic feelings.
2. Pornography is offensive to many members of the Students’ Union and members of the public.

ACTIVITIES COUNCIL BELIEVES:
1. Pornographic pictures of genitalia and the favourable depiction of violence in a sexual context are indecent.
2. It is not the place of Student Groups to publish pornography.

ACTIVITIES COUNCIL INSTRUCTS:
1. Student Groups not to publish or display any pornographic image.

17. "USE OF PAPER"

ACTIVITIES COUNCIL NOTES:
1. The environmental hazards associated with the manufacture, and the increased burden in the disposal of, virgin paper.
2. The discharged liquid waste products involved in the production process of bleached paper, notably dioxins, represent a significant hazard to the environment and to human health.
3. Recycling paper reduces the water pollution and energy consumption associated with the manufacture of virgin paper.
4. Economies of size are implicit in the purchase of recycled paper.
5. That the purchase of recycled paper is an essential step in increasing demand for recycling.

ACTIVITIES COUNCIL RESOLVES:
1. To encourage Student Groups to reduce the quantity of waste paper generated, through increased use of email and other electronic communication, and through reduced dependence on printed media.
2. To recycle waste paper wherever possible.
3. To encourage members to use the recycled paper available.

18. "CLIMATE CHANGE"

ACTIVITIES COUNCIL BELIEVES:
1. That climate change is the largest single ecological threat to the planet, with the balance of evidence suggesting a discernible human influence (Intergovernmental Panel on Climate Change).
2. That by burning fossil fuels, namely oil, coal and gas, wealthy countries including the United Kingdom are responsible for 80% of greenhouse gas emissions, causing climate change. (People and Planet)
3. That as a consequence of climate change: inhabited Pacific island nations such as Tuvalu are under threat from rising sea levels, forcing emigration,
Alaska annually loses an area of ice the size of the Netherlands and by 2015, Mount Kilimanjaro will have lost its entire ice field. (Greenpeace)

4. That the oil company Esso and its parent company Exxon-Mobil refuses to invest in renewable energy, opposes the Kyoto Protocol on greenhouse gas emissions and is a major contributor to climate change.

ACTIVITIES COUNCIL NOTES:
1. The Students’ Union Policy on “Environmental Responsibility”.
2. The International “Stop Esso” campaign, encouraging the boycott of Esso.
3. Student Groups do not always have a choice, or control, where they obtain petrol. This could be due to an unavoidable need to fill up, use of external companies or other reasons.
4. That petrol obtained from any filling station could potentially have been sourced through Exxon-Mobil.

ACTIVITIES COUNCIL RESOLVES:
1. To encourage Student Groups to avoid the use of Esso filling stations, and where possible use alternative suppliers.

19. "ETHICAL FINANCE AND CORPORATE SOCIAL RESPONSIBILITY"

ACTIVITIES COUNCIL NOTES:
1. The increase in child mortality, poverty and other social ills in countries that are heavily indebted to and exploited by international institutions.
2. That the reputation of corporations offering sponsorship deals reflects upon that of the Students’ Union and the University.

ACTIVITIES COUNCIL BELIEVES:
1. That financial decisions should not be taken solely on the grounds of fiscal economy and convenience, but should take into account the wider implications upon society and the environment.
2. That our choices of sponsors can bring to bear influence upon corporations to develop more ethical practices.

ACTIVITIES COUNCIL RESOLVES TO:
1. Examine the environmental and social responsibility of corporations offering sponsorship deals to Student Groups.
2. Actively seek sponsorship and advertisements from companies with ethically responsible policies.

20. "SPECIALIST FOOD PROVISION IN STUDENT ACTIVITIES"

ACTIVITIES COUNCIL NOTES:
1. That religious dietary requirements e.g. Kosher, Halal are currently not widely available within student activities.
2. That many students are also vegetarian/vegan

ACTIVITIES COUNCIL BELIEVES:
1. There should be an opportunity for students with religious dietary requirements to have access to suitable food within student activities.
2. That by catering for the needs of religious groups and vegetarians/vegans, student activities will be providing a valuable service to its members.

ACTIVITIES COUNCIL MANDATES:
1. Student Groups to seek to provide at events, where appropriate, a range of foods catering for any dietary requirement or choice.

21. "OFFICIAL CLOTHING SUPPLIER"

ACTIVITIES COUNCIL NOTES:
1. That every year a contract is negotiated with a clothing supplier for the Students’ Union.
2. That this supplier generally reflects the best value for money on certain selected garments that many Student Groups will wish to order.
3. That these garments are not necessarily produced ethically.
4. That money spent on these garments comes back to the Students’ Union in order to help us further our activities.

ACTIVITIES COUNCIL BELIEVES:
1. That many Student Groups would look for best value for money when buying clothing for their Group.
2. That many Student Groups would prefer to spend more and acquire their clothing from an ethical supplier.

ACTIVITIES COUNCIL RESOLVES:
1. To encourage Student Groups to buy their clothing through the Official Clothing Supplier.
2. To allow groups who would prefer to purchase ethical clothing to obtain their garments from other suppliers.

22. "STUDENT GROUP FINANCES"

ACTIVITIES COUNCIL NOTES:
1. That the President, Secretary and Treasurer of a Student Group are personally liable for the finances of a Group.
2. That a Student Group’s Treasurer must not be in their final year of their course.
3. That the Treasurer and at least one other member of the committee must attend Finance Training
4. If a Student Group’s account at the treasury becomes overdrawn without being discussed with the Students’ Union Treasurer or relevant Student Activities Officer, then that account will be frozen.

5. If no committee list is received from a Student Group, then their account at the Treasury will be frozen.

ACTIVITIES COUNCIL BELIEVES:
1. That the Treasurer of each Student Group should be requesting and viewing accounts at least monthly.
2. That all groups should do a budget for the year ahead at the start of their term, agreed by the full committee.
3. That any groups that need to purchase capital equipment on a regular basis should have a 3 year purchasing and funding plan in place.

ACTIVITIES COUNCIL RESOLVES:
1. That all Student Groups should endeavour to stay financially sound.

23. "TRIP PLANNING"

ACTIVITIES COUNCIL BELIEVES:
1. That trip organisers have legal and moral responsibilities to those on the trip and to anyone else who could be affected by the trips’ activities.
2. That the whole trip needs to be considered for safety implications including the need to identify potential dangers and implement suitable precautions that will lessen the danger.
3. That trip organisers must plan for all eventualities, including problems such as loss of tickets/passport/money, someone missing a rendezvous, minor accidents, major accidents, medical emergencies or getting lost.

ACTIVITIES COUNCIL RESOLVES:
1. That trip organisers must notify the Students’ Union Health & Safety Manager of their plans and hand-in a completed Trip registration form and Participant list prior to leaving.

24. "UNU SERVICES LTD"

ACTIVITIES COUNCIL NOTES:
1. That UNU Services Ltd consists of the Students’ Union Shops, the Students’ Union Print Shop, Mooch and the Den.
2. That all profits made by UNU Services Ltd are returned to the Students’ Union and help fund Student Activities, including Clubs & Societies.
ACTIVITIES COUNCIL BELIEVES:
1. That the Students’ Union provides grant to Student Groups in order to further their activities and provisions to the students body.
2. That Student Groups should fund their own activities as best as is possible.

ACTIVITIES COUNCIL RESOLVES:
1. That Student Groups planning trips, events and activities should always consider the constituents of UNU Services Ltd as an option before consulting external companies.

25. "SATELLITE STUDENTS"

ACTIVITIES COUNCIL NOTES:
1. That students living and/or studying remote to University Park do not have the same access to the Students’ Union activities, as someone living and/or studying on University Park.
2. That the activities and services of the Students’ Union are not always publicised all UK sites of the University.

ACTIVITIES COUNCIL BELIEVES:
1. That all students of the University of Nottingham are entitled to the same benefits of Student Activities, regardless of their geographical location within the UK, and should have equal opportunity to access them.

ACTIVITIES COUNCIL RESOLVES:
1. That all student groups to be aware of differing needs and limitations that affect students residing at satellite locations.

26. "FAIRTRADE"

ACTIVITIES COUNCIL NOTES:
1. Fairtrade products are increasing in variety, with coffee, tea, wines, chocolate, cake, biscuits and tropical fruits, clothes and gifts being sold in a rising number of outlets.
2. 4.5 million producers and their families are benefiting by selling to Fairtrade firms at an estimated £14 million more than on the conventional market (Fairtrade Foundation annual report 2000-2001).
3. The Fairtrade Mark awarded to products by the Fairtrade Foundation guarantees producers in developing countries:
   i) Equitable wages
   ii) Adequate health and safety standards
   iii) A fair minimum price and a social premium for the community
   iv) A longer-term trading relationship
v) A commitment to better environmental standards and sustainable production
vi) The right for workers to join trade unions

ACTIVITIES COUNCIL BELIEVES:
1. Actions and conditions in other parts of the world affect us directly and indirectly.
2. We depend on natural and human resources from many parts of the globe.
3. Every member of the Students’ Union can make socially responsible choices
4. Fairtrade empowers people to challenge the way that trade currently operates.

ACTIVITIES COUNCIL RESOLVES:
1. To be aware of Fair Trade Products and their benefits and to consider them as an option when planning activities.

27. "BATTERY EGGS"

ACTIVITIES COUNCIL NOTES:
1. In a battery cage system up to 5 hens are kept in each cage, stacked up to 6 tiers high with as many as 70,000 hens in one windowless shed. Hens have less than the area of an A4 sheet of paper to themselves.
2. Hens confined to battery cages are not able to perform their natural instinctive behavioural activities such as dust bathing, nest building, perching, flapping or stretching wings, scratching claws, walking, running or even standing properly.
3. More than three quarters of eggs produced in the UK come from chickens confined to battery cages.
4. The RSPCA is calling for the UK government to ban all battery cages.
5. There are alternatives to battery eggs, such as free-range and barn eggs.
6. That many students do not want to buy products containing battery eggs.

ACTIVITIES COUNCIL BELIEVES:
1. The battery cage system, though legal, is cruel and unnecessary.
2. There should be options available for students who do not want to purchase products containing battery eggs.
3. Providing free-range eggs, and barn eggs approved by third parties such as the RSPCA (Freedom Food), will improve the welfare of hens.

ACTIVITIES COUNCIL RESOLVES:
1. To be aware of the issues related to battery eggs and to consider other options when planning activities.

27. "CHILD PROTECTION POLICY"

Purpose
All volunteers who come into contact with children have a responsibility to protect them from inappropriate or harmful actions and situations. This means ensuring that children are safe while participating in SU activities and ensuring that volunteers are aware of how to respond should they have any anxieties about the safety of participants.

All children have the right to have their basic everyday needs met. The necessity to protect children is of paramount importance.

It is equally important that volunteers do not put themselves in a situation where they might be at risk of harming children or of being accused of so doing.

This policy applies to all participants in SU activities, children being those under the age of 18 years.

Please contact Julia Lediard (Health and Safety Manager (0115) 8468782) for further advice if your group is going to be involved with children, particularly if there is no responsible outside body involved (e.g. a school).

Safe Practice

Here are some simple guidelines for volunteers to avoid compromising situations on projects; by following these, volunteers will keep themselves safe, too.

Physical Contact:
- Avoid physical play between volunteers and children
- Never threaten or hit a child
- Only restrain a child if they are endangering themselves or others. Make a note of what happened as soon as possible after the event.
- Do not be rough with the children - young people can feel threatened or be hurt unintentionally during play.
- Do not carry children on your backs - in case of injury to them or you.
- Be aware of your presentation and actions when comforting an upset child.
- Swimming can make some physical contact unavoidable - be aware.

Compromising Situations:
- Avoid one-to-one situations, e.g. children needing toilet trips should be taken by a same sex pair of volunteers.
- If, in an emergency, a volunteer is alone with a child, inform a co-worker and attempt to put yourself in a location where you can be seen or there is easy access e.g. by leaving the room’s door open.
- Always be in sight or ear shot of at least one other adult
- Never take young people to your home, or give them your home address/phone number
- Try not to allow yourself to be drawn into vulnerable situations.
- Don’t ever be in a situation you are uncomfortable with.
- Keep safe boundaries and use your common sense.

IF YOU HAVE CONCERNS ABOUT A CHILD, SHARE THEM.
1. Listen, observe, notice – do not question or promise to keep secrets
2. As soon as possible, record only what you have heard/seen (not what you think or feel) and keep this in a safe place
3. Tell child what you are going to do next
4. Share information with the volunteer co-ordinator in your external organisation without delay, or with Anne Heaton (Membership Services Manager (0115) 8468774) or Garry Leeson (Health and Safety Manager (0115) 8468782)
5. If you think the child is in immediate danger and you are unable to contact the above, contact social services on (0115) 917 5800; out of hours contact the social services emergency duty team on (0115) 844 7333. Alternatively, contact the police 999.

28. "ONLINE CONTENT"

Activities Council Notes:

1. The law regarding web based content.
2. JANET acceptable use policy
3. University It Security Policy
4. SU Policy

Activities Council Mandates:

1. All student groups to comply with the Students’ Union regulations for web based content on any domain associated with a student group or with the Students’ Union.

29. "DICIPLINE PROCEDURE"

Activities Council Notes:

1. Those inefficient or unreachable committee members can hinder the development of a club or society.
2. That the disciplinary procedures vary between student groups.
3. That the process of no-confidence is lengthy and awkward, often embarrassing for those involved and a catalyst for personal grievance
4. That the disciplinary procedures in place are often ignored due to a breakdown in communication.
5. The Students’ Union regulations chapter 27,” Discipline Procedure”
**Activities Council Believes:**

1. That there should be a uniformity of standards and inclusion across all student groups.
2. That an EGM to no-confidence a committee member should be called only as a last resort.
3. That having an impartial arbiter would be beneficial to all parties.

**Activities Council Mandates:**

1. The relevant Activities Officer to resolve issues as best they can.
2. That, given a 2/3rds vote of agreement, a club or society committee may, if it so wishes, refer a case for no-confidence to the relevant executive committee (AU or Societies Exec).
3. That the executive committee shall consider the case and have the authority to remove committee members or ordinary members from their posts, or from the club/society.
4. That if it deems necessary the executive committee shall refer the case to the SU president as per Students’ Union Regulations chapter 27.
5. That appeal may be submitted in writing to the relevant Activities Officer within 5 working says of the Executive Committee decision.
6. That in the event of an appeal, the relevant office to arbitrate a fair and democratic EGM with the help of the society committee.