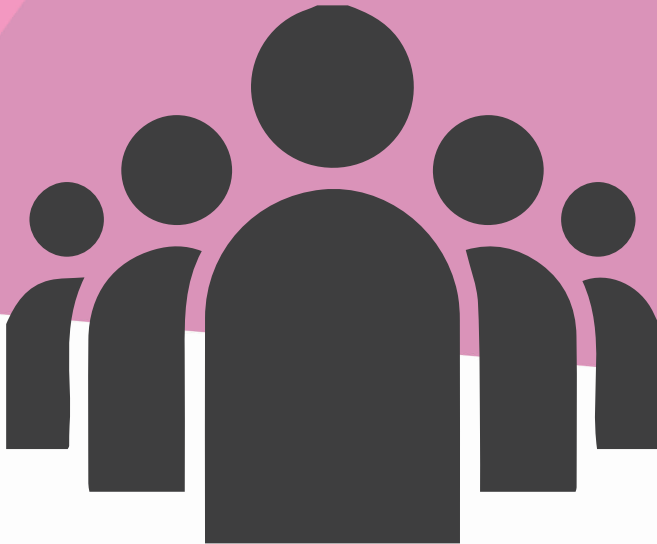


2017/18 edition

Wellbeing
Representation
Network

imperial
college
union

Undergraduate Wellbeing Representatives



imperialcollegeunion.org

imperial
college
union

Contents

- 02 ▲ Contents
- 03 ▲ Introduction
- 04 ▲ The Wellbeing Representation Network
- 06 ▲ Roles, Responsibilities and Boundaries
- 09 ▲ How to be an effective Wellbeing Representative
- 12 ▲ How to run a campaign
- 13 ▲ Events Calendar
- 14 ▲ Key Union Contacts
- 15 ▲ College Support and Staff Contacts
- 16 ▲ External Support Services
- 17 ▲ Checklist

**Tell us what you think of
this training publication**

© 2017 Imperial College Union
Version 1 - October 2017

Introduction



Fintan O'Connor

Deputy President (Welfare)
dpwelfare@imperial.ac.uk

Congratulations on your election result and welcome to the Wellbeing Representation Network of Imperial College Union!

You are now part of a team of student representatives, and speak on behalf of hundreds of your student peers - representing them to Departmental and College staff, to Imperial College Union, and to the wider world.

We are grateful to each and every one of you for volunteering and dedicating your time to improving the wellbeing provisions, awareness of support services and social community within your department. Everyone at Imperial, including the President and Provost, recognises the importance of the Wellbeing Representation Network in

improving and maintaining the student experience at Imperial College London.

In return for your efforts, we provide you with training to make sure you are as effective and knowledgeable about your role as possible, as well as supporting you throughout the year. Being a Wellbeing Representative is a fantastic opportunity for personal and professional development, as well as allowing you to truly make an impact on the student experience.

This handbook is the primary resource to prepare you for the year ahead. It is complemented by in-person training sessions in the first weeks of the academic term, as well as a mingle event, online resources, and the continued availability of staff and fellow student volunteers for advice and guidance.

We hope you have an amazing time this year, and make the most of all the opportunities that Imperial offers you. If you ever have a question or need some advice, feel free to drop by and see me, or send me an email.

Fintan O'Connor
Deputy President (Welfare), 2017/18

The Wellbeing Representation Network

The Wellbeing Representation Network brings together student volunteers and departmental staff across all Undergraduate programmes in order to improve wellbeing provisions within departments at Imperial and act as a campaigning body, promoting messages about positive wellbeing.

Student representation is a crucial and invaluable tool that enables the student community to shape their experiences and the Imperial institution as a whole. Imperial College is a high-performing, pressurised and fast-paced environment which can – at times – adversely affect the wellbeing of our students. The Wellbeing Rep Network works with the College so departments can understand the issues students face outside of their academic studies, ensuring that the wellbeing of the Imperial community is valued.

The Wellbeing Rep Network is a body of about 90 student representatives who through their work ensure that students' wellbeing is valued by the College, giving it the same level of importance and consideration as academic excellence within each department. Through student representation, the network are responsible for identifying issues and raising awareness in five key areas affecting students: health, financial concerns, relationships, equality & diversity and personal safety.

The College recognised in its Learning and Teaching Strategy that a supportive environment is essential to fostering a sense of community and have vowed to enhance the supportive environment throughout the institution. This means that our College staff have demonstrated a commitment to listen to students' opinions, stories and experiences with the view of improving wellbeing provisions for the individual student experience and the entire Imperial community.

By acting on students' feedback, the Network operates as a vessel for student-centric solutions to wellbeing issues within departments, faculties and across the institution as a whole. Wellbeing Reps are responsible for identifying and addressing issues effecting your university experience. They also work to proactively improve your experience, and that of future students, by coming up with new ideas and sharing best practices from different parts of the College.

Imperial College Union is committed to making student leaders who are empowered to make positive change within their communities. The Wellbeing Representation Network gives students the opportunity to become leaders, challenging systemic wellbeing issues within their cohorts and make tangible changes for the students they represent.

Roles, Responsibilities and Boundaries

YOUR ROLE

The Wellbeing Reps have three main responsibilities: the first is to collect feedback from students, regarding topics within their remit, and to alert university staff of issues affecting students' experience within their cohort. Secondly, reps will be responsible for promoting messages and encouraging conversations around positive wellbeing and healthy living. Equally as important, the network of reps will work across departments and faculties to communicate best practice to each other.

- and provide student feedback, opinion and ideas at these meetings
- ▲ Update the students you represent on outcomes of feedback raised and any responses received from staff
- ▲ Attend your Wellbeing Rep Induction
- ▲ Communicate with the Deputy President (Welfare) and the Education and Welfare team
- ▲ Refer students with individual issues to appropriate sources of help when necessary

Your Responsibilities

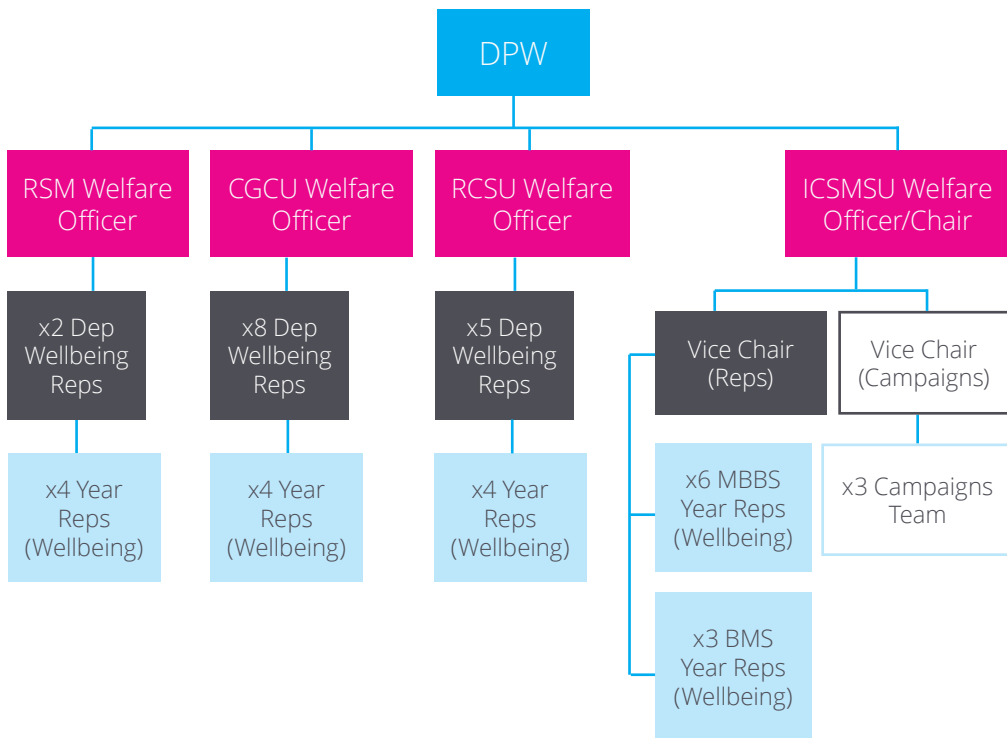
- ▲ Make sure the students you represent know who you are and how they contact you
- ▲ Proactively seek out and identify students' views on matters relating to their wellbeing and support received at Imperial
- ▲ Represent the students on your programme and take their feedback and ideas to your departments and faculties
- ▲ Raise student feedback on both a formal and informal basis, ensuring you attend student-staff committee meetings
- ▲ Attend Student-Staff committee meetings (or send apologies) and other informal meetings with academic staff

Your Boundaries

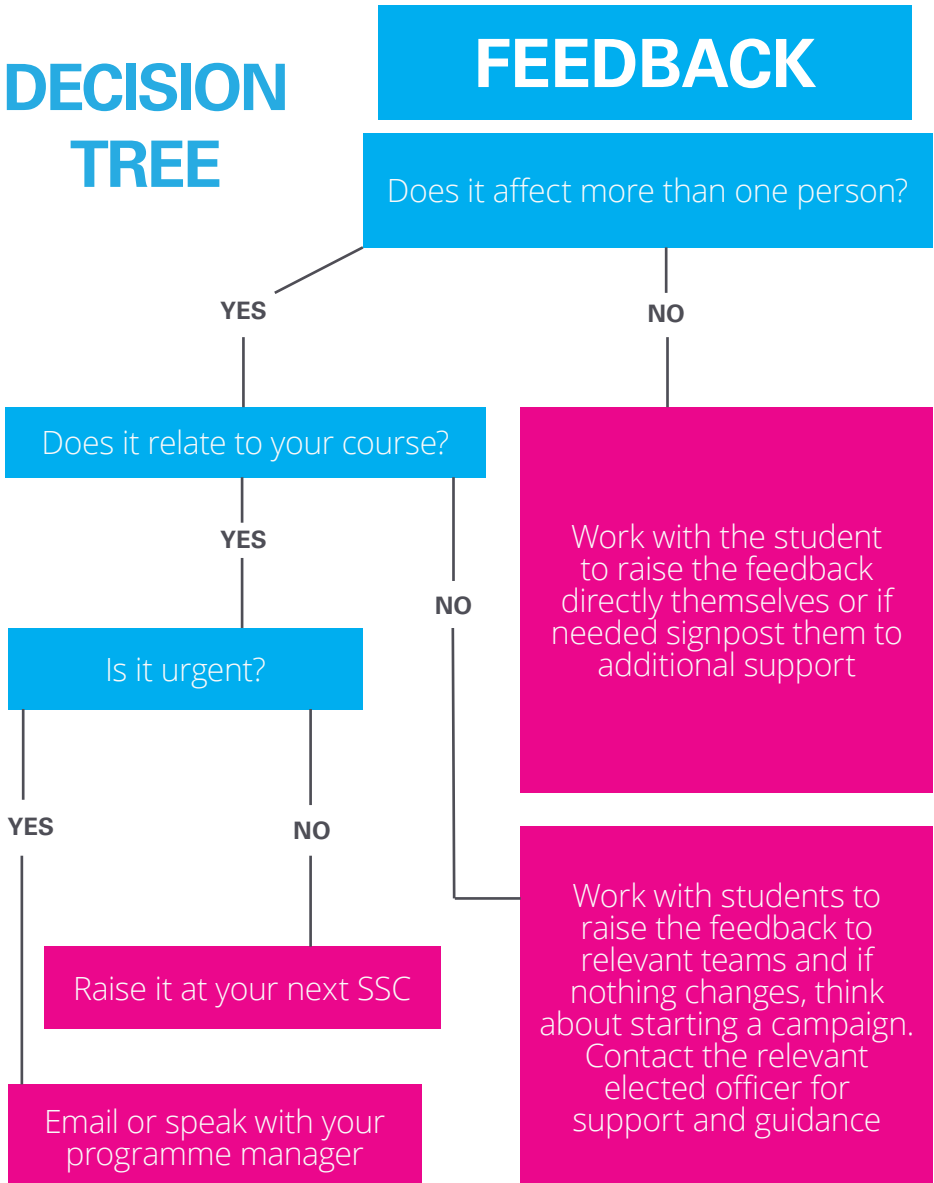
- ▲ Student disciplinary issues: It is not an Academic Rep's role to represent students on disciplinary matters. Students who have concerns in this area should be referred to Imperial College Union's Advice Centre
- ▲ Allegations of harassment or bullying: Students who allege that they have been bullied or harassed should be referred to the Advice Centre
- ▲ Complaints: Students who wish to make a formal complaint should be referred to the complaints policy and may wish to seek independent advice from the Advice Centre
- ▲ Personal problems: If a student has personal problems you should refer them to the Advice Centre as they are trained to give specialist advice and have expertise in this area

Contact details for Departmental staff, Academic and Wellbeing Rep team are available online via the Rep A to Z on the Union website.

The network consists of Year Reps, Departmental Reps, Constituent Union Welfare Officers and the Deputy President (Welfare) at the Union. The teams of Year and Departmental Reps will work together as "Rep teams" to raise issues at student-staff committees, campaign for change within their departments and promote messages around positive wellbeing.



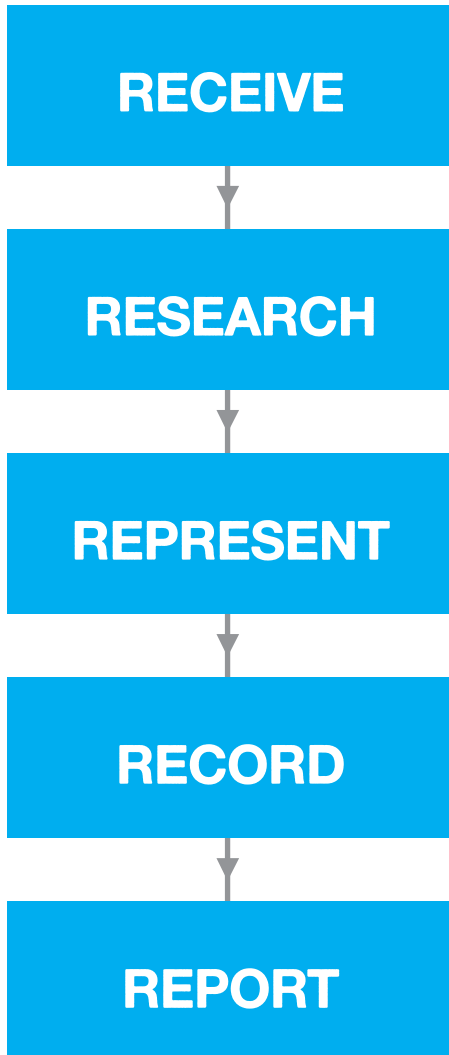
Use this Decision Tree to identify what to do with feedback.



How to be an effective Representative

You are responsible for making sure the student voice is heard within your department and faculty.

The basic principles of being an effective Wellbeing Representative are:



RECEIVE

The first step of being an effective Rep is to be well-known by the students who rely on you. Once you are elected, make yourself known by using emails, lecture shout outs, posters in communal spaces, and make clear to students that you are always available by email and are approachable in person.

Quick Wins:

- ▲ When elected, ask a lecturer for two minutes at the start or end of a lecture to introduce yourself
- ▲ Ask a Departmental Administrator to have an explanation of your role added to the next email being sent out
- ▲ Put your role title as your email signature – it will appear at the bottom of every email you send

RESEARCH

It is your responsibility to find out as much as you can about any issue raised to you. How many students does it affect? Has there been a recent change that caused it? What possible solutions are there? Find out as much as you can to prepare you for raising the issue in person with a member of staff.

Quick Wins:

- ▲ Use survey apps and mailing lists to talk to students you represent about these issues
- ▲ The Deputy President (Welfare) and Union staff are available for advice and support, and have experience of College and departmental policies. Contact them at any time – their contact details are at the end of this manual
- ▲ Talk to other Reps in your department and faculty – are they finding the similar issues? How have they researched more about the issue at Imperial?

REPRESENT

You represent your entire constituency – whether that's a year group, a department, or an entire faculty – and not just your personal opinion. Take care to verify that you are accurately conveying the views of the entire group, and not your own take on the situation.

Quick Wins:

- ▲ Emphasise your research and consultation when in discussions with departmental staff
- ▲ Let your constituency know what you are planning to say before each staff-student committee, so they can give you feedback beforehand
- ▲ Take care not to give the impression you are only representing yourself – avoid phrases like “I think...” or “In my opinion...”

RECORD

It is important that the work of our Wellbeing Representatives is recorded and shared across the whole network.

Record all of your goals and your ongoing tasks in the eActivities SMART Goal tracker which will allow your colleagues to see your progress and enable you to track your work from any computer or device.

Quick Wins:

- ▲ Keep your Departmental Rep team and Constituent Union Welfare Officer up to speed with major issues
- ▲ Schedule in time to meet with your Rep teams and Union staff to talk about the issues that have been raised to you by your constituency
- ▲ Keep your role-related notes together, whether that's on paper or in electronic form. This will aid the handover process to your successor later on in the year
- ▲ Use the CASPER log to document the issues you're finding, the actions you have taken and the impact this has had on your constituency

REPORT

If you've made a change, shout about it! Tell your peers through email or in person, and report back to your staff-student committee. This is called "closing the feedback loop", and it's an important aspect of your role.

Quick Wins:

- ▲ Let the students who you have consulted know the outcome of any work you have done
- ▲ Send a termly update email to your constituency – keep it short, focus on the changes you have made, and remind the students that you are available
- ▲ Let the Union's Wellbeing & Representation Coordinator know of any major successes – we will highlight big wins in our all-Rep emails, and the most active Reps may receive a Union Award at the end of the year

Be an effective campaigner

An important part of the role for Wellbeing Rep teams is effective campaigning. Working together, Rep teams have the power to create tangible change within their departments and raise awareness about key issues effecting students at Imperial. **Here are some top tips about the tools needed to be an effective campaigner:**

- ▲ Consider the issue, what is it you want to change and/or raise awareness of?
- ▲ Think about who are the stakeholders you need to influence that can make this change happen, who are your allies?
- ▲ What do you need to do in order to make a change happen, when will it happen and who is responsible for these actions?
- ▲ Were your actions successful in creating a change, what was the impact on the students you represent?
- ▲ Use SMART goals when planning your campaign (Specific, Measureable, Achievable, Realistic, Timed)
- ▲ Complete a SWOT analysis for your campaign (Strength, Weaknesses, Opportunities, Threats)
- ▲ Apply for funding and 1-2-1 support from the Education & Welfare team

Below is our campaign timeline for when you're ready to run a campaign.



Events Calendar

Use this space below to plan your year as an Wellbeing Rep. Add in your SSC Dates, important committee meetings. We've added in some key Union events that you'll need to know.

<p>October 2017</p> <ul style="list-style-type: none">Wellbeing Rep Introduction	<p>November 2017</p> <ul style="list-style-type: none">Rep Mingle Saturday 18Community and Welfare Board (CWB) Thursday 16	<p>December 2017</p> <ul style="list-style-type: none">Under Pressure Campaign Monday 4 - Friday 8CWB Thursday 7	<p>January 2018</p>
<p>February 2018</p> <ul style="list-style-type: none">Under Pressure II Monday 26 - Friday 2 MarchCWB Thursday 15	<p>March 2018</p> <ul style="list-style-type: none">The Leadership Elections CWB Thursday 15	<p>April 2018</p>	<p>May 2018</p>
<p>June 2018</p> <ul style="list-style-type: none">Handover			

Key Union Contacts

Deputy President (Welfare)
dpwelfare@imperial.ac.uk
020 7594 8060

The Deputy President (Welfare) is a full-time student representative, elected by students, who works to improve the student voice for all students at Imperial College.

Contact DPW about: College staff, SSCs, meeting etiquette, general concerns about the role or individuals

Fran Hyatt
Education & Welfare Manager
f.hyatt@imperial.ac.uk
020 7594 5091

Fran supports the Deputy President (Education) and Deputy President (Welfare), is responsible for supporting both Academic and Wellbeing Representation Networks, Liberation Officers and campaigning activity.

Contact Fran about: running large-scale campaigns, working with Liberation Officers, training needs

Laura Regan
Wellbeing & Campaigns Coordinator
laura.regan@imperial.ac.uk
020 7594 1215

Laura works with Fran to support the Deputy President (Welfare), the Wellbeing Representation Network, Liberation Officers and campaigning activity.

Contact Laura about: running campaigns, working with Liberation Officers, issues with College staff, meeting etiquette, training needs, general concerns about the role or individuals

Angela Urasala
Advice Centre Manager
advice@imperial.ac.uk
020 7594 8067

Angela manages and is an advisor at the Union's Advice Centre, offering professional, impartial and free advice to students on a range of issues – from academic problems to housing, money and consumer rights issues.

Contact Angela about: academic appeal and withdrawal procedures; referring a student with personal problems for professional support bursaries and equipment.

College Support and Staff Contacts

While our Wellbeing Representatives are empowered to suggest and make changes to academic and welfare provision in their department, they are not intended to support individual students through situations such as academic appeals or mental health problems. College and the Union offer a number of professional, trained services to support students through personal difficulties.

The Advice Centre
advice@imperial.ac.uk
020 7594 8067, extension 48067
imperialcollegeunion.org/advice

Contact for: Academic, housing, money and consumer rights advice

Faculty Senior Tutors
college-tutors@imperial.ac.uk
imperial.ac.uk/collegetutors

Contact for: advice on complaints and appeals regarding College departments and/or staff

Counselling Service
counselling@imperial.ac.uk
020 7594 9637
imperial.ac.uk/counselling

Contact for: any personal issues affecting individuals, including anxiety, depression, relationship issues, loneliness, bereavement, issues around sexuality, self-esteem or self-harm

Disabilities Advisory Service
disabilities@imperial.ac.uk
020 7594 9755
imperial.ac.uk/disabilities

Contact for: declaring a physical and/or mental health disability, advice on rights and available support, including bursaries and equipment.

International Student Support
international@imperial.ac.uk
020 7594 8040
imperial.ac.uk/international

Contact for: Visa, immigration and integration advice

Health Centre
020 7594 9375
imperialcollegehealthcentre.co.uk

Contact for: Non-emergency medical advice

Student Financial Support
020 759 49014
Imperial.ac.uk/fees-and-funding

Contact for: financial assistance and advice, student support fund, student hardship fund and funding for placements

In case of emergency, call College Security on extension 44444 / 020 7594 4444; they will contact emergency services if necessary.

If someone is a risk to others or to themselves, call College Security immediately.

External Support Contacts

BEAT
help@b-eat.co.uk
080 8801 0677

Contact for: support for anyone affected by eating disorders, anorexia, bulimia, EDNOS or any other difficulties with food, weight and shape

Brook Brixton (under 25s)
[374 Brixton Road](#)
[SW9 7AW](#)
020 7787 5000

Contact for: free and confidential sexual health and wellbeing services

Earls Court Health & Wellbeing Centre
[2b Hogarth Road](#)
[SW5 0PT](#)
020 7341 0300

Contact for: range of NHS services and treatments addressing physical, mental and social wellbeing

Early Intervention Team
[1B Beatrice Place, Marloes Road](#)
[W8 5LW](#)
020 7361 7900

Contact Angela for: someone under the age of 35 experiencing their first episode of psychosis

John Hunter Clinic
[St. Steven Centre, Chelsea & Westminster Hospital](#)
[SW10 9NH](#)
020 3315 6699

Contact for: free NHS sexual health clinic, sexual health testing, contraceptives, emergency contraception, vaccinations, sexual infection and treatment advice

London Nightline
listening@nightline.org.uk
020 76310101
[077 1798 9900](tel:07717989900)

Contact for: confidential listening, support and practical information service for students in London

Maytree
[72 Moray Road](#)
[N4 3LG](#)
020 7263 7070

Contact for: people in a suicidal crisis in a non-medical setting, a sanctuary for the suicidal

Samaritans
[46 Marshall Street](#)
[W1F 9BF](#)
020 7734 2800
[FreeCall 116 123 \(UK\)](tel:116123)

Contact for: 24 hour confidential emotional support service for anyone in emotional distress

Single Point of Access
1 Nightingale Place / Pall Mall Centre 150
Barly Road
SW10 9NG / W9 2NW
080 0023 4650

Contact for: people wishing to access adult community mental health services, mental health triage for routine, urgent and emergency referrals

Students Against Depression
www.studentsagainstdepression.org

Contact for: advice, information, guidance and resources to those affected by low mood, depression and suicidal thinking, clinically-validated information and advice from students

The Havens
St Mary's Hospital, Praed Street
W2 1NY
020 3299 6900

Contact for: support for someone who has been raped or sexually assaulted in the past 12 months, without having to have been referred or spoken to the police

Checklist

Checklist



Have you introduced yourself to relevant people in the College and the Students' Union?

Do you know which committees you are expected to attend?

Have you put meeting dates and deadlines into your calendar?

Do you represent students on multiple campuses?

Do you know how to communicate with the students you represent?

Have you introduced yourself to the students you represent?

Imperial College Union

Beit Quadrangle
Prince Consort Road
London
SW7 2BB

Registered Charity No: 1151241 imperialcollegeunion.org

Tel: 020 7594 8060
Fax: 020 7594 8065
Email: union@imperial.ac.uk
Twitter: @icunion

