ESSEX BLADES · UNIVERSITY OF ESSEX STUDENTS' UNION

SPORTS CLUB WELFARE TRAINING 26/27

Today's presenters

RN

Rob Neale

Sports Coordinator

blades@essex.ac.uk

HR

Hareem Rehan

VP Welfare 26/27

vpwelfare@essex.ac.uk

SESSION FORMAT

Before we begin

- Please take notes during this session.
- You will be required to complete a Moodle test at the end of this presentation to mark your training as completed.
- This presentation will be available for you to view afterwards on the Sports Toolkit.

TRAINING AIMS

What this session covers

1

Understand the role

Understand the role and responsibilities of a Sports Club Welfare Officer.

2

Recognise concerns

Recognise common welfare concerns and know how to respond appropriately within your role.

3

Know where to signpost

Identify when and how to signpost members to University and external support services.

4

Promote inclusion

Promote a safe, inclusive and welcoming environment within your sports club.

5

Know your duties

Understand your responsibilities for risk assessments, accident reporting and safeguarding.

6

Shape club culture

Help create a positive club culture by challenging inappropriate behaviour and supporting members' wellbeing.

PLEASE READ

Trigger warning

This training session includes discussion of sensitive topics, including mental health, sexual assault, and coercion.

Your well-being is important, please take care of yourself during the session. Step away if needed and seek support if you are affected.

ACTIVITY

What do you think makes a good Welfare Officer?

Open on Slido now, 2 to 3 minutes: share your answers on your device and we'll unpick the responses together.

Do not edit
How to change the design



What do you think makes a good Welfare Officer?

The Slido app must be installed on every computer you're presenting from

slido

What is a Welfare Officer?

- A core committee role required for all Sports Clubs.
- **Supporting** the mental and physical well-being of members during training, competitions, and all club-related activities.
- **Being a point of contact** for welfare concerns, signposting members to relevant support services when needed.
- **Assisting** in completing accident reports promptly and accurately.
- **Assisting** with the creation and enforcement of risk assessments for all club activities.

REMEMBER

You're not expected to be therapists.

Your job is to listen, support and signpost, not to solve everything yourself.

A core committee role required for every Sports Club.

ACTIVITY

What would you do?

1

Someone twists their ankle at training.

2

A student confides in you that they feel isolated.

3

A captain tells you two teammates are bullying someone.

DISCUSS IN YOUR GROUP

- ✓ What would you do first?
- ✓ What wouldn't you do?
- ✓ Who would you involve?

Knowing your members: UK GDPR

SPECIAL CATEGORY DATA

Information such as health conditions, allergies and medication, or ethnicity, religion and sexual orientation is classed as Special Category Data under UK GDPR (Article 9) and receives extra legal protection.

Before you ask

- Collection is only lawful where an Article 9 exception applies, most commonly the member's explicit consent.
- Ask for this consent separately from the general membership application, never bundled in.
- Explain what you're asking for, why, how it will be used, and who can access it.

Handling the data

- Keep information secure and share it only with people who need it.
- Participation is optional where stated, offer a 'prefer not to say' option and never pressure disclosure.
- Only use the information for the purpose you explained, for as long as you said you would.

SPORTS CLUB WELFARE TRAINING 26/27

Insurance & membership

All members must purchase the correct membership for your sports club via the relevant club's webpage or at the SU Reception in Square 4.

Social membership

- Provides insurance cover until 1 November.
- A lower-cost way to try the club before committing.
- From 1 November, a paid full membership is required for insurance cover to continue.

Full (paid) membership

- Required for continued insurance cover from 1 November onwards.
- Covers training sessions, matches and competitions for the full season.

Non-members

- Not covered by insurance for any injuries sustained during training, matches or competitions.
- Should not take part in club activity until registered.

TO STAY ON TOP OF REGISTRATION

Use attendance registers at all sessions to monitor participation, and regularly cross-check with your club's membership sales report.

Risk assessments

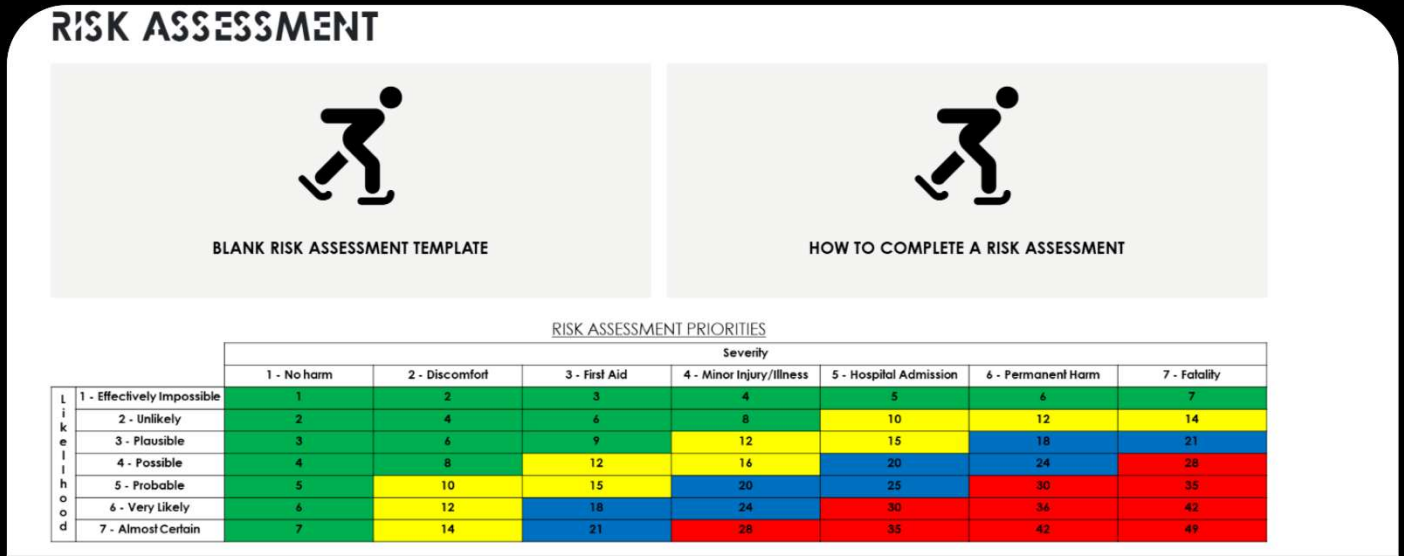
- Members should familiarise themselves with the club's risk assessment.
- **Away from your usual location?** (e.g. on Squares) you must complete an additional risk assessment addressing extra risks such as public presence and buildings.
- **For additional events,** submit a risk assessment to staff with sufficient notice, large events require at least 4 weeks' advance submission.

WHERE TO FIND THEM

Sports Toolkit

essexstudent.com

Guidance on how to complete a risk assessment, along with blank templates, is available in the Sports Toolkit.



RISK ASSESSMENT PRIORITIES

Likelihood	Severity						
	1 - No harm	2 - Discomfort	3 - First Aid	4 - Minor Injury/Illness	5 - Hospital Admission	6 - Permanent Harm	7 - Fatality
1 - Effectively Impossible	1	2	3	4	5	6	7
2 - Unlikely	2	4	6	8	10	12	14
3 - Plausible	3	6	9	12	15	18	21
4 - Possible	4	8	12	16	20	24	28
5 - Probable	5	10	15	20	25	30	35
6 - Very Likely	6	12	18	24	30	36	42
7 - Almost Certain	7	14	21	28	35	42	49

SPORTS CLUB WELFARE TRAINING 26/27

Spectator behaviour

Everyone taking part in your activities deserves to feel safe, respected, and free from any form of abuse or discrimination.

Assign responsibility

All committee members should actively monitor spectator behaviour and address issues as needed. If you're afraid to challenge it, report through the SafeZone app.

Zero tolerance for misconduct

Any inappropriate or unacceptable behaviour must be reported to Students' Union or University staff immediately. Harassment, bullying or discrimination will not be tolerated.

Promote positive support

Instead of negative comments towards the opposition, focus on cheering positively for our team. Let's foster a supportive and inclusive environment.



EMERGENCY PROCEDURE

If it happens on campus

1

Ensure safety

Make sure the area is safe.

2

Do not move casualty

Only move if necessary.

3

Contact a first aider

Via SafeZone, sports centre staff, or St John Ambulance.

4

Life-threatening?

Do not call 999 yourself, contact Security so they can direct the ambulance to your exact location.

5

Committee member accompanies injured person

6

Complete accident report form

7

Injured is a visitor?

Follow the same steps, notify their captain and the SU.

WHY NOT 999 DIRECTLY?

Security can direct emergency crews straight to the exact building and room, much faster than an outside caller can explain campus layout.

EMERGENCY PROCEDURE

If it happens off campus

1 — Call 999 immediately

For any life-threatening emergency, ambulance, fire or police.

2 — Prioritise safety

Keep the casualty comfortable and the group out of danger.

3 — Use the venue's first aiders

Off-campus venues have their own first aid provision, use it.

4 — Hospital treatment needed?

At least 2 students accompany the injured person if possible.

5 — Notify emergency contact

Captain or committee member to do this.

6 — Tell the University

Notify your event organiser or Security so they can inform Student Wellbeing if serious.

7 — Complete accident report form

WHO'S RESPONSIBLE OFF CAMPUS

Injuries off-site aren't campus Security's remit, the venue's own first aiders and the event organiser take the lead. For a University-organised trip (e.g. an away fixture), keep a list of names and contact numbers for everyone travelling. If something serious happens, the responsible person should call the University's off-campus emergency line, and Security will alert Student Wellbeing and relevant staff.

01206 872125
University out-of-hours line

SPORTS CLUB WELFARE TRAINING 26/27

First aid training

Clubs are required to have a minimum of 2 committee members first aid trained. If you have not attended a first aid course, we recommend you do so. If you are already trained, please send your certificates to us.

MON 12 OCT
10:00–12:00

MON 12 OCT
13:00–15:00

MON 19 OCT
13:00–15:00

Book your free ticket on What's On.

General first aid advice: St John Ambulance (sja.org.uk)



POLICY

Zero tolerance policy

The University has a zero-tolerance policy to inappropriate behaviours, meaning the Students' Union will take action if anyone is found to have breached it. Staff and students are expected to treat each other with dignity and respect regardless of:

- Gender expression, identity, affirmation or reassignment
- Race, ethnic origin or national origin
- Age
- Socio-economic background
- Disability
- Religious beliefs or affiliations
- Political beliefs or affiliations
- Family circumstances, incl. maternity/paternity
- Marital or civil partnership status
- Pregnancy and maternity
- Sexual orientation
- Sex

THE LAW AND SAFEGUARDING

Key risks you must know

Sexual consent & capacity

Sexual Offences Act 2003

- Consent must be freely given, with the capacity and freedom to choose.
- Alcohol does not automatically remove consent, but if someone is too intoxicated to make a free, informed choice, they cannot consent.
- There is no specific number of drinks or alcohol level that determines capacity, the circumstances at the time matter.

Coercive & controlling behaviour

Serious Crime Act 2015

- Repeated or continuous behaviour can become criminal where the legal requirements are met.
- Examples include isolation, monitoring, threats, financial control, intimidation and controlling participation in activities.

Intimate image abuse

Sexual Offences Act 2003 / Online Safety Act 2023

- Sharing or threatening to share intimate images without consent can be a criminal offence.
- This includes images shared online, by message, or with others.

THE LAW AND SAFEGUARDING

Equality Act 2010 & hate crime

Equality Act 2010

- Race and sexual orientation are protected characteristics.
- Discrimination, victimisation and certain forms of harassment are unlawful.
- Racist, homophobic or biphobic slurs, jokes or abuse.
- Excluding or treating someone less favourably because of race or sexual orientation.
- Bullying, intimidation or repeated offensive comments, including online or in group chats.
- "Banter" is not an excuse for behaviour that causes harm or breaches club standards.

Hate crime

- Some criminal offences can be treated as hate crimes where hostility based on race or sexual orientation is demonstrated.
- Racially aggravated offences are specifically provided for under the Crime and Disorder Act 1998.
- Hostility based on sexual orientation can lead to increased sentencing under the Criminal Justice Act 2003.

Challenge inappropriate behaviour → Support those affected → Record & report concerns → Follow your club/NGB safeguarding procedures.

SPORTS CLUB WELFARE TRAINING 26/27

Mental health first aid

In a mental health emergency, follow ALGEE, the 5-step action plan:

1. **A: Approach, Assess, Assist**
   Approach the person and assess for risk of harm.
2. **L: Listen non-judgmentally**
   Engage with empathy, without imposing your own views.
3. **G: Give reassurance and information**
   Offer support and relevant resources.
4. **E: Encourage professional help**
   Guide them towards suitable support services.
5. **E: Encourage self-help**
   Help them find coping strategies and other support.

999
Life-threatening emergencies

111
NHS 24/7 non-emergency advice

0800 970 5020
HealthHero Student Wellbeing (UK), 24/7

01206 863211
SU Advice, free & confidential

SUPPORT SERVICES

Who to signpost members to

1

SU Advice

Free, confidential, independent and impartial advice on lots of issues.

2

SWIS

Student Wellbeing and Inclusivity Service, the University's own wellbeing team.

3

Shout

Free, confidential, 24/7 text support for anyone in crisis.

4

Samaritans

24/7 confidential emotional support for anyone struggling to cope.

5

CARA

Centre for Action on Rape and Abuse, specialist sexual violence support.

SUPPORT SERVICES

SU Advice

GENERAL & PRACTICAL ADVICE

Free, confidential, independent and impartial advice for Essex students on academic, housing, financial, and personal issues.

01206 863211

Contact

WHEN TO SIGNPOST HERE

First port of call for most non-urgent concerns.



SUPPORT SERVICES

SWIS

STUDENT WELLBEING AND INCLUSIVITY SERVICE

The University's dedicated wellbeing team, offering guidance, mental health support and inclusivity services to Essex students.

essex.ac.uk/student/health-and-wellbeing
Contact

WHEN TO SIGNPOST HERE

For ongoing wellbeing support and University-based referrals.

SW

Student Wellbeing and Inclusivity Service

SUPPORT SERVICES

Shout

TEXT SUPPORT, 24/7

A free, confidential, 24/7 text messaging support service for anyone in the UK who is struggling to cope and needs immediate support.

Text 85258

Contact

WHEN TO SIGNPOST HERE

In-the-moment crisis support, day or night.



Text support, 24/7

SUPPORT SERVICES

Samaritans

EMOTIONAL SUPPORT, 24/7

Confidential emotional support for anyone struggling to cope, whatever they're going through, available every day of the year.

116 123 (free)

Contact

WHEN TO SIGNPOST HERE

Any time someone needs to talk, no issue is too small.



Emotional support, 24/7

SUPPORT SERVICES

CARA

CENTRE FOR ACTION ON RAPE AND ABUSE

Specialist, independent support for anyone affected by rape or sexual abuse, at any time in their life.

cara.org.uk

Contact

WHEN TO SIGNPOST HERE

Disclosures of sexual assault or abuse, past or present.

CA

Centre for Action on Rape and Abuse

SPORTS CLUB WELFARE TRAINING 26/27

Encouraging mental & physical wellbeing

Mindfulness

Use free apps (Calm, Headspace, EAP) or NHS resources for guided meditation. Helps reduce stress and anxiety.

Free cardiac screening

Promote heart health with free ECG checks for ages 14–35 via Cardiac Risk in the Young (CRY). A specialist doctor attends every screening.

Screenings can save lives → testmyheart.org.uk

MIND'S 5 WAYS TO WELLBEING

- ✓ Connect: build positive relationships.
- ✓ Get active: stay physically active in ways that suit you.
- ✓ Take notice: be mindful of feelings and triggers.
- ✓ Learn: try new skills and set goals.
- ✓ Give: helping others boosts happiness.

Complaints procedure

- If you have been made aware of internal issues or complaints within your club that can't be addressed by the committee, email blades@essex.ac.uk and we will deal with it in confidence.
- Ensure your members know they can also contact us, the VP Welfare, or the VP Activities directly to make a complaint or report an issue.
- **Instagram:** @ata.essexsu or @hareem.vpwelfare
- The University also has an anonymous reporting system: reportandsupport.essex.ac.uk

SEE SOMETHING, SAY SOMETHING

blades@essex.ac.uk
Sports Coordinator

vpactivities@essex.ac.uk
VP Activities

vpwelfare@essex.ac.uk
VP Welfare

INCLUSION

Practical tips for a more inclusive, caring club

Before the session

- Be contactable by phone and email where possible, respond swiftly and warmly to questions.
- Offer private conversations/meeting to anyone who contacts you about their specific needs.
- Offer to meet disabled students in a place they are familiar with and guide them to the session

During the session

- Be flexible, where appropriate allow people to take breaks, sit down, leave and re-join without fuss.
- Remember individual needs, keep in mind what people have told you, even when the session is busy.

After the session

- Ask for feedback privately or individually about how people found the session.
- Offer different ways to respond, some may prefer feedback in person, others by email.

***You don't need to be a disability expert. It's far more important to understand what gets in the way of people taking part, and to be willing to speak openly with them about their needs. As a Sports Team, we're here to offer support in how to be a more inclusive club. If we don't have the answers, we can* support with signposting to experts in that sport when specialist support is required.**

Look out for your members

- **Ensure everyone feels welcome and included.** Make a big effort at the start of the year to integrate new members into training, activities and events.
- **Identify changes in behaviour.** If a member is acting differently or becoming withdrawn, check in with them, ask if they're OK and offer support.
- **Encourage use of support services.** Point members towards free, confidential support when they need it.
- **Share your local knowledge.** Particularly helpful for new students: SU Advice, Student Support, good study spaces, the launderette, places to eat, things to see.



Groups to be especially mindful of

International students

- May be adjusting to a new culture, language, or feeling homesick.
- Your club can offer a valuable sense of community and comfort, be welcoming and supportive.

Under-18s

- Some university students may be under 18 and are still legally minors.
- Certain activities may not be suitable or legally permitted for them.
- Always follow the University's safeguarding policies when interacting with under-18s.

UNIVERSITY SAFEGUARDING SUPPORT

Every department, including the Students' Union, has Designated Safeguarding Officers (DSOs) to support students and ensure their wellbeing. If you're ever concerned about a member's safety or wellbeing, contact a DSO. Don't hesitate to reach out, safeguarding is everyone's responsibility.

Sian Lovesy
Designated Safeguarding Officer

Chris Moore
Designated Safeguarding Officer

ACTIVITY

Inclusion brainstorm

In groups, select one type of student and name five ways your club could help them feel welcome.

- ✓ First years
- ✓ International students
- ✓ Mature students
- ✓ Disabled students
- ✓ Students who commute
- ✓ LGBTQ+ students

Task: name five ways your club could help this person feel welcome.

Mentor scheme

- **Purpose:** promotes shared responsibility for members' health and wellbeing, and peer-to-peer support.
- **How it works:** set up in Term 1, exec committee or senior players paired with 1-2 first-year members, ideally by shared subject or interest.
- **Mentors support with:** club involvement, socials, academic life, and settling into university.
- **Expectations:** meet once or twice a term, check how first-years are finding university, and escalate issues beyond your role to the Welfare Officer or committee.

SERIOUS CONCERNS

e.g. discrimination

blades@essex.ac.uk

vpwelfare@essex.ac.uk

suadvice@essex.ac.uk

vpactivities@essex.ac.uk

CLUB CULTURE

Creating a positive club culture

Your club culture is bigger than just socials, it's how members treat each other every day: at training, on matchday, in the group chat, and on nights out.

Safe and welcoming for everyone

Socials and club activities should be positive, safe, and welcoming for all members, not just the loudest voices.

Free to say no

Everyone must feel free to say “no” to any activity, without consequence or exclusion.

Respect diversity

Not everyone shares the same sense of humour, background, or comfort level, respect that difference.

CLUB CULTURE

Positive club culture examples

- ✓ Checking in on fellow members' wellbeing.
- ✓ Being inclusive of everyone, regardless of background.
- ✓ Respecting students who choose not to drink.
- ✓ Cheering on your team with enthusiasm.
- ✓ Making newcomers feel welcome.
- ✓ Showing hospitality, the way a good host would.

WHAT COUNTS AS HAZING?

Any activity expected of someone joining or taking part in a group that humiliates, degrades, abuses or endangers them, regardless of whether they agreed to take part. Hazing and forced initiations are banned. Initiations that are genuinely inclusive, that no one is pressured into, and that everyone enjoys are not the problem, the pressure and harm are.

GOOD vs BAD

✓ A song everyone learns and sings together, no one forced.
✓ A themed team walk-in, opt-in and light-hearted.

✗ Forced drinking games or "challenges".
✗ Anything you can't opt out of without being excluded.

CLUB CULTURE · BUCS

What BUCS expects from clubs

1

Problem events are opposed

BUCS' position: "no student should fear or experience this, no student should wish to have such a negative impact on their peers."

2

Reporting is built in

BUCS runs a dedicated Report an Initiation channel; reports can be made confidentially or anonymously and are followed up with the institution.

3

Institutions investigate

When a report is made, BUCS asks the relevant institution to investigate and report back, then considers whether further action is needed.

BUILDING RUGBY-STYLE POSITIVE CULTURE

- ✓ Inclusive welcome workshops for every experience level.
- ✓ Alumni mentoring and speaker sessions instead of "power" rituals.
- ✓ Matchday traditions built around food, music and supporters, not drinking games.
- ✓ Community-focused socials that welcome partners, families and new members.

CLUB CULTURE

Socials: what's not allowed

- ✓ Initiations, hazing, or peer-pressure events.
- ✓ Forced alcohol consumption.
- ✓ Eating unpleasant food as a “challenge”.
- ✓ Nudity or humiliation.
- ✓ Violence.
- ✓ Controversial or offensive games, language, or activities.

BE MINDFUL OF THEMES

Avoid white T-shirt parties, gendered “battle of the sexes” themes, or cultural, sexual or S&M themes. Many new students are young and impressionable, lead by example.

Such activities violate Union policy and may result in disciplinary action.

CLUB CULTURE

Reporting concerns

If you witness or experience anything that makes you uncomfortable at a social or club event, use one of these channels:

Report and Support

- The University's official reporting portal at reportandsupport.essex.ac.uk.
- Reports can be made anonymously.

Essex Blades

- Message or email blades@essex.ac.uk, or the VP Welfare directly.
- Reports can be made anonymously through Blades too.

SafeZone app

- For anything happening right now, on campus.
- Connects you directly to Security.

- ✓ You don't have to be directly involved to report.
- ✓ Early reporting helps us support everyone involved.
- ✓ You won't get anyone in trouble for doing the right thing.

CLUB CULTURE

Creating a safe social environment

- **Don't feel pressured by "tradition".** If it's harmful, it isn't normal.
- **Lead by example.** Make socials fun, safe, and inclusive for all.
- **Unsure about a social?** If you're planning one and unsure of its appropriateness, get in touch with us, we can advise and support.

THE BUCS COMMITMENT

As a club officer representing Essex SU, you're expected to uphold BUCS' stance against harmful initiations, which means:

- ✓ Promoting positive team culture and inclusive welcome events.
- ✓ Challenging harmful behaviours when you see them, don't be a bystander.
- ✓ Reporting concerns through the appropriate channels.

BUCS can take formal action against individuals or clubs found in breach, including exclusion from competition, following investigation by the University.

SAFETY ON CAMPUS

The SafeZone app

SafeZone is a free safety and wellbeing app for Essex students. It gives you a quick way to contact the University Security team while you are on campus.

1

Request emergency assistance

2

Get first aid support

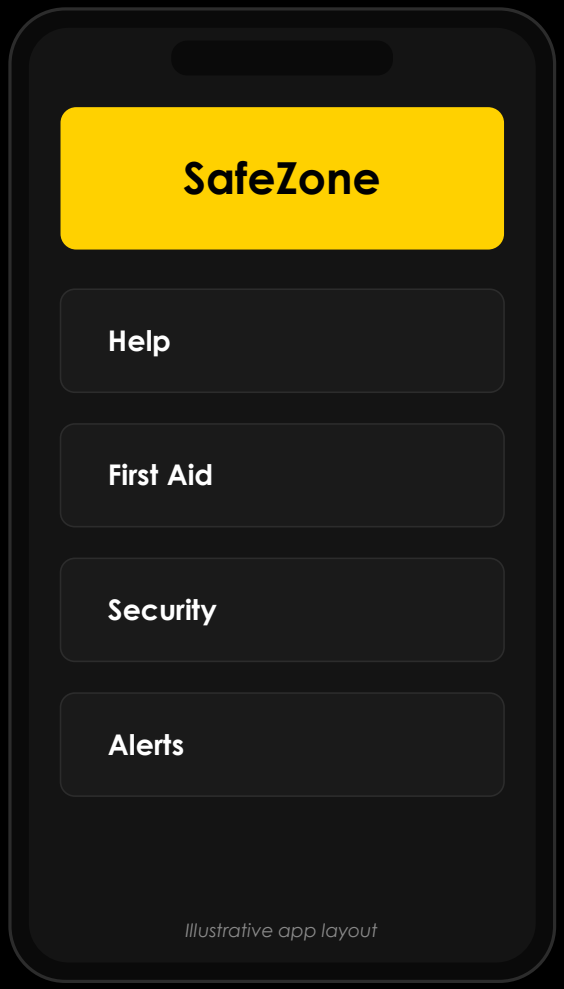
3

Ask Security for non-urgent help

4

Receive safety notifications

Download it and keep it on your phone. You never know when you might need it.



Illustrative app layout

SAFETY ON CAMPUS

When should you use it?

If something doesn't feel right, SafeZone gives you a quick way to get support.

- ✓ Get help in an emergency.
- ✓ Request first aid.
- ✓ Contact Security for support.
- ✓ Report something through Report + Support.

REPORT + SUPPORT

Allows you to report concerns directly to the University, including anonymously if you choose. You can report things such as bullying, harassment, discrimination or other concerns affecting you or someone else.

On Colchester Campus, Security is available 24/7.

Additional support

“Ask for Angela”

Anyone feeling unsafe, vulnerable or threatened can discreetly approach staff in venues (Sub-Zero, SU Bar) and ask for ‘Angela’. Staff will help, reuniting you with a friend, seeing you to a taxi, or calling Security.

Security and Safety Centre

Located on Square 3, under the sheltered area. Best reached via the SafeZone app in the first instance; the building itself is not staffed with a receptionist around the clock, but phone and app lines run 24/7.

SU Shuttle Bus

If someone isn't fit to make their own way home, the Shuttle Bus provides transport around the local area on 3 alternative routes. More info on the SU website.

Welfare Assistants at Sub-Zero

On hand in the welfare room on a night out at Sub-Zero if someone needs support.

Off campus and something's gone wrong? Call 01206 872125, the University's off-campus emergency line.

Any questions?

We now have an opportunity for any questions, should you have any.

P.S. Don't leave yet, we still have a Moodle quiz for you to complete, more information on the next slide.

blades@essex.ac.uk

hannah.mortier@essex.ac.uk

vpactivities@essex.ac.uk

suadvice@essex.ac.uk

07935 134538
Blades phone

01206 863211
SU Reception

BEFORE YOU GO

Welfare Moodle quiz

- Please complete the required Moodle quiz now.
- 18 questions, pass mark 14/18.
- No access? Let us know and we'll enrol you now.

Feel free to leave the call once you have gained access, we will be ending the session in a few minutes.

BEFORE YOU GO

Training feedback

- A quick TypeForm for you to provide feedback on today's training.
- Please be honest.
- Once you have completed this, you're free to leave.



Thank you.

SPORTS CLUB WELFARE TRAINING 26/27