

Responsible Socials Internal Procedure

This document describes the procedure relating to the request and authorisation of holding a Responsible Social within University Managed Accommodation.

This procedure has been created to ensure all involved parties are of the same understanding when involved with the process, and to protect both the University and the rights of the students.

Please refer to the guidelines below for support (e.g. covering planned or unplanned absence).

Responsible Socials Internal Procedure:

- i. Responsible Socials Procedure (RSP) paper form to be collect from the Welcome Desk at the Student's Union (email version not permitted)
- ii. Social Secretary to complete RSP form ensuring all the relevant information has been obtained and signed by all appropriate parties, i.e. Chairperson and/or Team Captain
- iii. Completed RSP form is to be returned to the Welcome Desk at the Student's Union by 12:00 noon latest, Two days prior to the requested date of the social taking place
- iv. Student's Union Welcome Desk to check RSP form has been completed accurately then complete the 'Student's Union Only' box at the foot of the page
- v. Student's Union Welcome Desk to transfer the details from the RSP form onto an electronic copy and email across to Accommodation, retaining the paper copy for reference
- vi. Accommodation will have 24 hours in which to then confidentially email all of the student's listed within the form to obtain permission for the Social to take place - using the "read receipt" option as evidence
- vii. Any Non-responses will be assumed as acceptance
- viii. Accommodation to collate all responses and make final decision
- ix. Accommodation will email the Social Secretary to advice if the Social has been granted or rejected (offering no explanation to any rejections)

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- x. Accommodation to inform all residents in named accommodation that the request has been granted
 - xi. Accommodation to inform The SU Welcome Desk, The VPSA (Vice President Student Activities) and Security Supervisors that the Social has been granted and email a copy of the RSP form at the earliest opportunity
 - xii. Any complaints or incidents related to the Social will be recorded by Accommodation and shared with the relevant parties for appropriate action