****EXECUTIVE OFFICER REPORT**

## Report Information

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| **Officer Role:** | Disabled Students Officer |
| **Officer Name:** | **Kirstie Pope** |
| **Date of Meeting:** | 15/10/2020 |
| **Date of Previous Student Council:** | DD/MM/YYYY |

## Reporting

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| Summary |
| When I first began my role I sent an email to all members of staff who had previously made contact with the Disabled Students’ Officer. When I took over the email inbox, there were 155 un-opened emails, so I sent a collective reply apologising for this and introducing myself. After that email, I was able to have discussion with Dean (WHO) and Becky Bradshaw (WHO) about how we can collaborate on future projects.  So far this term I have attended/ran the You Me Coffee Tea event for Disabled Students. It wasn’t very well attended, however it gave me a good opportunity to meet some of the people who work in the SU. It was very useful speaking to Lucinda and learning about her experiences too.  At the moment, my key initiative is the Sunflower Lanyard Scheme. These lanyards highlight hidden disabilities, allowing students to visually disclose their disability to those around them, without having to repeatedly verbally do so, or be specific in relation to their condition. The scheme also offers 'face covering except' and 'hearing impairment' cards, again to display to those around campus the experience that the student is having. I have had a high number of emails from students regarding their entitlement to mask exception ( due to Autism, respiratory issues etc), who have already had negative experiences on campus. These individuals have felt intimidated and self-conscious, due to being exempt, but having their lack of mask repeatedly challenged. Moreover, a number of students with hearing impairments are struggling to understand/communicate with those around them, due to the mask muffling voices or making it impossible to lip read. The reason I have chosen this scheme, rather than keeping with the temporary cards I have made in the meantime, is that this scheme is recognised nationwide. This will allow our students to re-use their lanyards and cards in the community. Furthermore, I wanted to do this through the SU, because it is a way of allowing students who have chosen not to disclose their hidden disability with the university or decided against registering with ASSIST to still be included. In such a stressful and challenging time, I really hope this will promote greater well-being for student within these populations.  Due to the complexity of the ordering process for the lanyards, and the number of distressed emails I had from students, I decided to create a temporary card for the 2-3 week waiting period. This has been really well received and I have had a lot of positive feedback. Students have been very grateful and staff have reported that it helps them in their supervising roles as well.  I have recently met with the (LOUISE) to speak about the possibility of creating an Autism Advisory Panel at the university. This would consist of students with Autism meeting to discuss issues such as accessibility. I would then feed back this information to the appropriate staff and we could then discuss a way forward. In keeping with this, I have been speaking to Becky Bradshaw about the accessibility audit happening on campus this (calendar) year.  Last week I also attended the Disability Coordinators meeting. I felt very welcome and Dean even said that this was the first time a member of the SU has attended. Past Disabled Students’ Officers have been invited, but never taken up the offer. I reassured him that I will do my best to attend them all during my time in office. It gave me a lot of insight into what the university are doing to help students and also gave me the opportunity to challenge/question suggestions, as well as offer a student perspective.  From this I have also had discussion with Library and Learning Services (Jenny Townend) about accessibility, especially for students who are shielding. Also spoke about the experience day for new students registered with ASSIST and how we can best support thee students going forward.  Today I spoke to Rowena from Changemaker about the possibility of collaborating during Changemaker Week, Employability Week and Changing Futures Week. I am hoping to co-run a session focusing on reasonable adjustments and support in the workplace. This will help students their futures and see what help is available in relation to their disability in the workplace. |

### Manifesto Pledges

What have you done in this reporting period (between the last Council meeting and now) to get you closer to achieving your manifesto pledges?

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| --- | --- | --- |
| **Manifesto Point** | **Progress Since Last Meeting** | **RAG Rating** |
| 5 – Make sure mental health conditions are considered as equal to physical disabilities | The Sunflower Lanyard Scheme is all about promoting hidden disabilities and ensuring that students are treated accordingly. This includes mental health conditions and neurodevelopmental conditions, such as Autism. |  |
| 3 – Facilitate conversations through running drop ins and hosting events | I ran my first drop in at the You Me Coffee Tea event. Only one student came, but I was able to advise her in relation to DSA and ASSIST. |  |
| 2 – Support students to disclose and seek help for hidden disabilities. | Again, the Sunflower Lanyard Scheme has been a driving force in this. I have supported students to disclose to ASSIST and the Mental Health Team, as well as to their tutors and residential life staff. |  |

### Mandates

What have you done in this reporting period (between the last Council meeting and now) to get you closer to completing your mandates?

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| --- | --- | --- | --- |
| **Mandate** | **Date of Mandate** | **Progress Since Last Meeting** | **RAG Rating** |
|  | MM/YY |  |  |
|  | MM/YY |  |  |
|  | MM/YY |  |  |
|  | MM/YY |  |  |
|  | MM/YY |  |  |

### Other Items

Please highlight any other notable actions since the last Council meeting.

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| **Issue/Action** | **Progress Since Last Meeting** |
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### Declarations

Please highlight any gifts or benefits received as part of your role in the reporting period.

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| **Gift/Benefit** | **Value** | **Reason** |
| N/A |  |  |
| N/A |  |  |

### Meetings

Please list all meetings you have attended in your capacity as a student representative during the reporting period. In the update section, please focus on the issues discussed and how you represented student views in that meeting.

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| --- | --- | --- | --- |
| **Meeting Name** | **Date** | **Length of Meeting (Hours)** | **Update** |
|  | DD/MM/YYYY | HH:MM |  |
| Disability Coordinators Meeting | 28/09/2020 | 00:50 | Discussed the Sunflower Lanyard Scheme. Introduced myself and my role. Debated the need for face shields to be warn by staff (rather than masks) due to accessibility for students with hearing impairments and social difficulties. Spoke about SpLD declarations and anonymised marking. Advocated for allowances and acknowledgement of students with learning differences. |
| Autism Advisory Panel Meeting | 28/09/2020 | 01:15 | Spoke about the creation of a UoN Autism Advisory Panel. Discussed reasonable adjustments and difficulties for those with Autism, notably in relation to accessibility and equal treatment. |
| Exec Committee | 30/09/20 | 01:10 | Promoted the Sunflower Lanyard Scheme and spoke about what I have achieved so far, as well as my plans for the future. |
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### Timesheet

Please list your work hours during the reporting period and your main work location for that day.

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|  | **Week 1:** 14/09/2020 | | | | | **Total Hours: 0** | |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | In Hospital | In Hospital | In Hospital | In Hospital | - | - | - |
| Out |  |  |  |  | - | - | - |
| Total |  |  |  |  | - | - | - |
| Location |  |  |  |  | - | - | - |
|  | **Week 2:** 21/09/2020 | | | | | **Total Hours: 20** | |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | 9:00 | 9:00 | 9:30 | 9.00 | 11:00 | - | 5:00 |
| Out | 11:00 | 11.00 | 1:30 | 11:00 | 5:00 | - | 9:00 |
| Total | 2:00 | 2:00 | 4:00 | 2:00 | 6:00 | - | 4:00 |
| Location | Home | Home | Waterside | Home | Home & WS | - | Home |
|  | **Week 3:** 28/09/2020 | | | | | **Total Hours: 11:30** | |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | 11:30 | 11.30 | 12.00 | 10:00 | 5:00 | - | 6:00 |
| Out | 3:30 | 1.00 | 2.00 | 11:00 | 7:00 | - | 7:00 |
| Total | 4:00 | 1:30 | 2.00 | 1:00 | 2:00 | - | 1:00 |
| Location | Home | Waterside | Waterside | Home | Home | - | Home |
|  | **Week 4:** 05/10/2020 | | | | | **Total Hours:** | |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | 11:00 |  |  |  |  | - |  |
| Out | 3:00 |  |  |  |  | - |  |
| Total | 4:00 |  |  |  |  | - |  |
| Location | Home & WS |  |  |  |  | - |  |