Sheffield SU Student Groups COVID-19 Handbook

This handbook offers practical guidance for all registered Societies and Committees of Sheffield Students' Union about how to operate and deliver activity safely in the context of COVID-19. The University has its own Code of Conduct and guidance on responsibilities and behaviours which you should make yourself familiar with.

All members of our University community should take personal responsibility to help stop the spread of COVID-19 by following University and Government guidance on ensuring a safe and healthy campus.

The following information is correct as of Wednesday 14th October 2020. This information will next be reviewed and updated on Friday 30th October 2020 or sooner if necessary. Please be aware that whilst we will review and update guidance regularly and as necessary, student groups have a responsibility to remain informed of the latest guidance and relevant changes.

 If you want support or a chat to figure out how your group can adapt and continue to deliver amazing opportunities for students please drop us an email at activities@sheffield.ac.uk.

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1. Government Guidance

The basic Government guidance that all in the UK are required to follow to help control the virus is:

To protect yourself and others when you leave home you must:

- **Wash hands - keep washing your hands regularly**
- **Cover face - wear a face covering over your nose and mouth in enclosed spaces**
- **Make space - stay at least a metre away from people not in your household**

If you are feeling unwell, get a test and do not leave home for at least 10 days

The government has placed Sheffield in Tier 2 level restrictions because of the number of coronavirus cases in the city. These restrictions will be in force from 14th October 2020 and all student groups must be aware of and adhere to them when organising any activities. Tier 2 restrictions mean that student groups:

- must not meet friends and family indoors unless you live with them or share a support bubble. You should not meet at private homes or any indoors venues
- must not interact socially with anyone outside the group you are attending a place with, even if you see other people you know, for example, in a restaurant
- must not meet indoors with people outside Sheffield
- must not meet with people socially in groups of more than 6, this limit is enforceable in law
- must not hold or attend celebrations (such as parties) where it is difficult to maintain social distancing and avoid close social interaction
- must not stay overnight away from your home with members of more than one other household
- can meet outside (including in a garden) with up to 6 people not in your household or bubble

If you or someone in your student group thinks they may have Coronavirus:
- **information is available on the NHS website here.**
- **report to the SU using this form**

Students should only mix in small, consistent groups (bubbles) and that small group should stay away from other people and groups.Where possible, please collect the contact details of any members and the date of any gathering, should these be needed for Track and Trace. Please ensure these are stored securely and in line with data protection guidance.

Key Info

All groups must follow the current government guidance when organising or delivering activity. We all have a responsibility to take these steps to protect the safety of the community and prevent the transmission of the virus.

This means that groups will likely have to reimagine their usual activities so that what you deliver adheres to the guidance above. For support with this please book in a chat with a member of staff by getting in touch with us at activities@sheffield.ac.uk

2. Risk Management

In-Person Activity

All committee members have a responsibility to risk assess all activities that you deliver as a group. Red Resource groups have now completed the annual review of their risk assessments to include measures that will be taken in response to the pandemic. It is the responsibility of all committee members to maintain an awareness of current guidance and keep risk assessments updated should any changes necessitate a different approach for the safe delivery of your activities.

In the context of COVID-19 all groups are required to assess the additional risks of your activities including social distancing, capacity management and the wearing of face coverings as per government guidelines. **Any in-person student group activity can be in groups of no more than six people.** This includes activity indoors or outdoors and this limit is now the law in the UK. In addition, as stated above, indoor activity must be restricted to people from the same household.

Digital Activity

Societies should be planning for digital activity first. The same thresholds for risk assessment apply when delivering digital activity as in-person activity - if the activity that you are delivering online carries an enhanced level of risk (eg: physical activity, external speaker) then you have a duty to risk assess the activity. When in doubt you can always consult the Risk Assessment Guide on the Support Hub.

Key Info

Any in-person student group activity can be in groups of no more than six people, Digital Activity should be risk assessed if it carries an enhanced level of risk. Committee members are responsible for updating their risk assessments if changes in government guidance requires them to deliver their activities differently.

Digital Security

When running your activities online you must take the time to familiarise yourself with the security features of the functionality that you are using. In particular we recommend the following precautions to protect the security of your online events:

- Restrict the ability to screen share to moderators only; prevent participants from being able to screen share within sessions
- Do not publicly promote links to online sessions, only share links with the students that you want to attend the session you are running
- You may wish to password restrict your sessions to add a further layer of security to your session
- Consider setting participation guidelines for your sessions so that participants understand how they will be supported to participate in sessions and what kinds of behaviours are not appropriate (eg: interrupting, talking over others etc.)
- Discuss as a committee how you will deal with inappropriate behaviour if it does arise - a committee member should be assigned the responsibility of making themselves aware how they can remove participants from online sessions should it be necessary due to inappropriate behaviour

3. Events

As we begin to move forward and into the new academic year, there are some restrictions that will remain in place in the interests of the safety and wellbeing of the community. Until further notice, **the following types of student group events are not permitted**:

- Bar crawls
- Day trips
- Residential trips
- Camping & walking trips
- Trips abroad
- Balls

We are committed to reviewing and updating guidance regularly as the circumstances develop and we will notify all groups of any changes. All groups are able to run events online - for expert guidance please consult the Online Events Guide.

4. Managing Finances and Funding

We know that the pandemic has impacted your groups finances in different ways and that some groups will be bearing a greater burden than others. The Students' Union has suffered significant financial losses as a result of the pandemic. As we move forward, all groups have a part to play in supporting us to stabilise and remain steady.

Managing Financial Risk

Groups should not enter into any financial agreements or contracts that require financial payment unless prior approval has been granted by the Students' Union. To discuss a financial commitment your group wishes to make (eg: sponsorship and/or contracts for services) please get in touch with Tim at society.coordinator@sheffield.ac.uk.

Sponsorship

You must contact the team in advance to discuss any plans to negotiate sponsorship deals for your society. Many terms and conditions that have previously been included within sponsorship deals (eg: spending targets in bars or distribution of marketing materials on behalf of a third party.) are no longer possible in the context of COVID19. It is therefore essential that you seek guidance from the team when considering sponsorship to ensure that agreements are suitable and ultimately beneficial to your group.

Campus Leagues - Registering Teams for your Society

Registration in Campus Leagues requires societies to take on financial risk by paying league fees up front and recouping fees from players retrospectively. Treasurers or Sports Secretaries of societies are typically responsible for managing this process.

Once you have registered in Campus Leagues you are responsible for collecting payments from players and depositing monies into your Society B Account within 2 weeks of registering your team.

The Students' Union is currently not open to take cash deposits and so you must deposit Campus League payments directly into the Students' Union bank account - to request these details and for support with this you can contact us directly at activities@sheffield.ac.uk.

Administering Finances

All processes relating to managing your student groups finances, including paying money in and out of your account, will now be delivered online. You can check your groups account balance anytime here: http://statements.union.shef.ac.uk

Treasurers will continue to receive their society statements fortnightly via email. You can request an itemised transaction listing of your accounts anytime by emailing activities@sheffield.ac.uk.

You are able to make payments from your account remotely by completing and submitting the finance forms to activities@sheffield.ac.uk.

- Credit Slip (Paying In)
- Cash Claim Form
- BACS/Cheque Claim Form
- Purchase Order Form

When submitting forms online please make sure that all evidence is included (eg: screenshots of bank statements, photos or scans of receipts/ invoices).

Funding

Funding is available to groups that need it in order to deliver their aims and objectives for their members. Applications are now open for the following funds:

- Societies Extra Fund
- New Ideas Fund
- Collaboration Fund

For enquiries regarding society funding please email Societies Committee at
soccomtreasurer@sheffield.ac.uk.

Key Info

Groups should not enter into any new financial agreements or contracts without prior approval from the SU.

Detailed information about managing and administering your groups finances, forms to apply for funding, and guides for Treasurers are available online on the 'Money Money Money" pages of the Support Hub here.

5. Staff Support

All support for student groups will be delivered digitally. This includes training, finance form submissions and all other support that you would usually receive from the Activities Zone Desk and staff teams in the SU building. There have been some recent changes to the staff teams that support student groups so you might notice different people responding to your queries. The following staff are available to support with your different queries:

Key Info

Staff are available via video chat, phone or email Monday - Friday between 10am and 4pm. Outside these hours there is loads of useful information and guidance available for student groups on the SU website.

GET IN TOUCH

VOLUNTEERING@SHEFFIELD.AC.UK

ACTIVITIES@SHEFFIELD.AC.UK

GIVEITAGO@SHEFFIELD.AC.UK

BECKY LUCY FI ANNA CATHERINE TIM MEREDYTH CONNOR HELEN EMILY CAT JON

6. Storage

Many groups have equipment and resources stored on campus in both SU and University buildings. Due to ongoing social distancing measures in place on campus, access to stored items must be arranged in advance with a member of Students' Union staff by emailing us with details of your request at activities@sheffield.ac.uk.

We ask you to consider what items or equipment you will require over the course of the semester and what you might want to relocate from on-campus storage to an alternative location (eg: committee members house) to ensure regular access as needed.

Key Info

If items belonging to your group are in storage you can arrange to access them safely by emailing activities@sheffield.ac.uk. Access can be arranged Monday - Friday between 10am and 4pm.

7. Give it a Go

Give it a Go is an activities programme full of one off taster sessions and courses - we have been running for over 18 years! All Give it a Go activities are run at a basic introductory level and any session you run should be suitable for beginners. The aim of Give it a Go is to enable students to try something new for the first time and make friends, learn new skills, hobbies or experiences.

Give it a Go is going to be a huge part of student engagement in the new semester as we transition into this new digital world, and we see the programme being the one-stop-shop for students to sign up to societies, engage digitally with the SU and get involved with us.

You can register to run an online Give it a Go activity in Semester One for your group using this form. The following guides may aid you in planning your activity:
- Give it a Go Guide: https://tinyurl.com/ydyy2ylp

For any in-person events, please collect the contact details of any members and the date of any gathering, should these be needed for Track and Trace. Please ensure these are stored securely and in line with data protection guidance.

If you have any questions at all, please do not hesitate to get in touch with us via email: giveitago@sheffield.ac.uk

Key Info

Running Give it a Go sessions or courses are a great way for your group to reach out to new members and to create new opportunities for existing members to meet other students. By running a Give it a Go your group will be promoted in all-student communications such as SU Highlights and tailored communications such as to students living in the Residences - it's a great way to get your name out there!

8. Accessibility and Inclusion

When planning your activities additional considerations may need to be given to maximising the accessibility and inclusivity of your events. In the context of COVID-19, some of your members may not feel comfortable attending or may not be able to attend in-person events.

Similarly, running activities digitally requires thought about how you use the functionality of your chosen platform to ensure that participants in your events feel included, especially those who are newcomers to your society.

Uniquely this year, some International students may remain in their home countries to study remotely rather than returning to Sheffield - you will need to consider what times you are holding your events to maximise participation of Sheffield students from around the world in various time zones.

Key Info

Maximise the inclusivity of your events by considering in advance what accessibility needs your participants might have. Promote your Inclusion Officer on your groups web pages so new and existing members know who they can reach out to for support. More information is available in the Inclusions Guide here.

9. Bookable Spaces

Plans are still to be confirmed as to what spaces in the SU and University might be available for student-group bookings in semester one. This is particularly complex as space around campus is being prioritised for extra teaching areas due to social distancing measures.

Teams are working hard to make campus COVID secure and further information about bookable spaces will be shared as soon as it is available.

10. Society Sport

Campus Leagues

Sport Sheffield are working hard to develop a COVID secure approach to delivering the campus leagues that many societies participate in. Further information will be shared when it becomes available. Updates will be made available on the Sport Sheffield Campus League pages here. For information relating to financial management of Campus League bookings please refer back to Section 4 - Managing Finances and Funding.

Society Sport Groups

This guidance is for registered societies that exist to deliver sport. It remains the case that all other groups aren't insured to play sports - aside from Campus League participation.

All society sport groups should now have completed the annual review of their risk assessment and safety information. We are working in accordance with guidance issued by the National Governing

Bodies (NGB's) of each sport and where training and competitions are permitted by NGB's we will support groups to make appropriate plans for the delivery of their activity. You can look up the current guidance from your sports NGB here.

Registered sport groups will be supported to develop sport-specific risk assessments in accordance with advice from NGBs to support the safe delivery of their activity in the context of COVID-19. All sport groups must also adhere to the standardised Society Sport Covid-19 risk assessment which is available here.

Sport groups will be required to notify the Students' Union at least 2 weeks in advance of fixtures taking place by submitting this form. Groups will not be permitted to attend fixtures in areas that are subject to local lockdown measures.

The government has released specific advice in relation to travel which you should adhere to. In particular you should try not to share a vehicle with those outside your household or support bubble'. Please note usual safety guidance regarding use of cars for activity applies.