

## **Elections support for candidates with disability**

### *Introduction*

The purpose of this process is to make Guild elections more accessible to disabled students by offering the support of a member of student staff to assist in election activities.

### *Scope*

This policy relates to Guild of Students elections including but not limited to Officer Team, Assessment Group, Residents' Associations and NUS Delegate Elections, and any other election deemed appropriate by Representation & Resources Officer or nominee.

### *Purpose*

The objective of this policy is to ensure that candidates with disabilities receive practical support during campaigning periods so that no candidate, as far as is reasonably possible, is disadvantaged during the campaigning process due to their disability.

### *Request Process*

If a candidate with a disability feels they will require additional support during the set campaigning period they must state this as soon as is reasonably possible following their nomination. This will give Student Voice enough time to make sure arrangements can be put in place. . Please note any requests made after the nominations deadline may not be accepted, however, Student Voice shall endeavour to make every effort to put in place the relevant and reasonable arrangements once a request has been submitted.

Candidates must complete an Additional Election Support Request form (which is available online or can be requested from Student Voice department by emailing [elections@guild.bham.ac.uk](mailto:elections@guild.bham.ac.uk)). If a candidate finds it difficult to use a computer as a result of a disability, then requests can be made in person. In such cases written records of the meeting will be kept, and followed up with the candidate.

When completing the Additional Election Support Request form, candidates will be asked to provide information about their disability and how they might use the support to stand in the election.

All information submitted shall be kept confidential and stored in accordance with Guild of Students' data protection policy.

Student Voice shall then contact the candidate to clarify what support is required and confirm the exact details of the work to be carried out. It is the candidate's responsibility to ensure that the information is provided by the agreed deadline. In cases where information is provided after the deadline, we will aim to meet requests but this is not guaranteed,

### *Student Staff Support Process*

The candidate will be contacted by Student Voice to ascertain preferred dates/times for the student staff support as well as to confirm the duties which will be carried out remain the same as those confirmed in the initial request form. This will then form a rota which will be emailed to all student staff.

The support may not be offered as one period of time, but may be various times depending on the candidate's needs and/or student staff availability. Support will be offered in no less than 1 hour time slots.

To ensure candidates gain the maximum benefit from the support offered, a detailed schedule of tasks shall be agreed with the candidate and student staff member prior to any work commencing via a rota.

### *Student Staff Training*

Student Staff shall receive training from the Guild of Students prior to any work commencing. This shall consist of;

- Guild of Students overview
- Election Rules and Regulations
- Equality Act
- Diversity training
- Briefing on how to complete a time sheet, staff attire and what duties the student staff members may be asked to complete

### *Student Staff Support - Responsibilities*

Student Staff will have the following responsibilities:-

- Student Staff may campaign on the candidates' behalf by carrying out pre-agreed duties such as putting up posters and giving lecture shout outs where they will be delivering the candidates' campaign message.
- Student Staff are not active supporters.
- Student Staff will provide neutral, practical support.
- Student Staff will not carry out any additional tasks which were not agreed prior to the work commencing.
- If a candidate requires assistance with the use of a computer as a result of a disability. This support will match that already provided by the university. The candidate will need to provide confirmation of this support from their welfare tutor
- If a candidate requires support which involves a computer this will be made available within the Guild of Students' building. Student Staff are not permitted to visit a candidate's home.
- Candidates are asked to be mindful of these responsibilities when pre-agreeing the campaigning duties required.

### *Candidate Feedback*

Candidates may be contacted by the Guild of Students after the election has ended for their feedback.

### *Review of policy*

This policy will be reviewed in August 2017 by Student Voice