



RUNNING FOR ELECTIONS: SUPPORT FOR DISABLED STUDENTS

Our Disabled Students' Policy offers the practical support of a student staff member to help disabled candidates with elections activities. This will help to make sure that during campaigning periods, no candidate, as far as is reasonably possible, is disadvantaged because of their disability.

REQUESTING SUPPORT

If you have a disability and would like additional support during the campaigning period, tell us as soon as possible by emailing elections@guild.bham.ac.uk.

Please note that any requests for support made after the applications deadline may not be accepted. However, the Elections Team will make sure that every effort is made to support you, once a request has been submitted.

COMMUNICATION

We will keep in contact with you via your preferred method of communication wherever possible. Notes for the meeting will be kept in your preferred format.

All information provided to us will be kept in confidence and stored in accordance with our data protection policy.

THE SUPPORT PROCESS

1 You'll be contacted by the Elections Team to arrange preferred dates/times for the student staff support, as well as to confirm the duties which will be carried out.

2 This will then form a rota which will be emailed to all student staff.

3 A detailed schedule of tasks will be agreed with you and the student staff member before any work starts.

4 Support may not be offered as one period of time, but may be split depending on your needs and/or student staff availability. Support will be offered in no less than one hour slots.



RUNNING FOR ELECTIONS:

STUDENT STAFF SUPPORT – RESPONSIBILITIES

Student staff will receive training from us before any work starts. This will involve:

- An overview of the Guild of Students
- An overview of Guild Elections (including elections rules and regulations)
- Equality Act 2010
- Diversity and Inclusion training
- Briefing on how to complete a time sheet and what duties the student staff members may be asked to complete



CAMPAIGNING

Student staff may campaign on your behalf by carrying out duties such as putting up posters (if applicable) and giving lecture shout outs (in-person or online), where they will be delivering your campaign message.



REMAINING NEUTRAL

Student staff are not active supporters and will provide neutral, practical support. They should not carry out any additional tasks which were not agreed before campaigning began.



COMPUTER SUPPORT

If you require assistance with the use of a computer, we will match the support that you already get from the University. You will need to provide confirmation of this from your Welfare Tutor.

If you are in Birmingham or on campus, and our building is open, a computer within the Guild can be used, in line with current COVID-19 guidelines and restrictions. Student staff will not be permitted to visit your home.

If you are unable to visit our building, support will be provided remotely, where possible.

Please note: In cases where it is not possible to recruit student staff, the support can be provided by Core Staff members from the Guild of Students but only in line with the strict parameters above.