**Appendix 3: JMSU Safe Space Policy**

Safe Space Policy

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| Responsibility for Process: | JMSU Senior Leadership Team |
| Approved by: | Trustee Board |
| Date of last review: | October 2017 |
| Date of next review: | October 2019 |

This policy covers any JMSU space, or events that are run by, or endorsed by JMSU. JMSU space or event refers to meetings, venue, club, society, or event; both locally and away from campus. The policy also covers any JMSU associated social media i.e. Facebook events, twitter posts, activity pages.

JMSU prides itself on providing inclusive and supportive spaces and events for all students. This policy is applicable to our whole student community, whether an individual or a member within one of our student groups.

It is vital that no JMSU student should feel isolated and unable to attend any event that is being held within their Union.

We expect that everyone will:

* *Respect each other’s personal space and views.*

JMSU is committed to providing an inclusive and supportive environment without fear of racism, ableism, homophobia or any other form of discrimination. Students should be able to feel that they can visit the venue and feel safe and secure without being subject to prejudice in any form. All visitors must use appropriate and respectful language at all times; refrain from behaviour which can be perceived as aggressive, intimidating, offensive or discriminatory.

* *Challenge discrimination.*

We recognise discrimination can occur wherever it is not consciously challenged. Our event organisers are responsible for upholding this policy at any membership event, and JMSU staff or elected Student Officers may enforce this policy within JMSU spaces.

* *Report discrimination.*

If you feel that you have been intimidated, harassed or made to feel uncomfortable we encourage you to let us know. You can speak to any JMSU staff member or Student Officer, who will ensure that you are listened to and that the aims and spirit of the policy are upheld. Each person is accountable for their own language and behaviour. If behaviour is observed that is not in accordance with these guidelines, members may be asked to leave by a representative of JMSU. We ask all members take challenges to their behaviour seriously. All members of staff have a responsibility to report to their line manager if they see or hear anything that contravenes with this policy. If you feel these guidelines, or that the values of JMSU are being violated at any point, please raise it with a member of JMSU staff. Any complaints after an event should be reported through the JMSU Complaints Policy.

To support this policy, JMSU will:

* Offer training on liberation to its volunteers and election candidates, which will include specific training on our Safe Space Policy, as well as support and advice on the most up to date key terminology to engage with our members who fall under protected characteristics outlined in the Equality Act 2010, as well as practical advice on how to do this in an inclusive and accessible format. These volunteers have the responsibility to ensure this policy is enacted at their event and if needs be may ask individuals to leave. Complaints received may result in disciplinary action by JMSU in accordance with the Disciplinary Policy.
* Any events held within JMSU spaces will be in line with the LJMU External Speaker Policy and NUS’ No Platform Policy, to ensure the safety of our members.
* Promote responsible drinking and provide other facilities such as a child friendly space to meet the needs of all of our LiverpoolSU students.
* Any member of JMSU staff or Student Officers may immediately act upon a complaint through a number of ways including:
* Giving the complainant a platform to express their complaint.
* Reiterate the Safe Space and related policies and issue them with a warning that they can be asked to leave an event.
* Ask any speakers or students complained against to leave.
* Work with any security put in place to remove speakers/attendees.
* Make JMSU staff and/or Student Officers, who are responsible for the Safe Space and related polices, aware of any complaint or incident that has violated the policy.
* Request a meeting regarding the actions that have occurred.

Everything that we do has equality at its heart. By enabling all of our members to participate in the work that we do, we are helping to progress towards a fairer and more equal society. Please remember that a small amount of effort on your part can make all the difference in creating a genuinely safe space, in which everyone can play a part.

Other relevant policies:

* LJMU External Speaker Policy
* NUS No Platform Policy
* JMSU Alcohol Impact Policy
* JMSU Initiations Policy
* JMSU Complaints Policy
* JMSU Disciplinary Policy