

Social Safety Guide – Student Life and International Mobility (SLIM)

This document addresses the recognition regulations for student organisations and the associated code of conduct adopted by the Executive Board in 2019. In this document, we further address the topic of social safety, which is an element of this code of conduct. It also provides more detail on the role of the confidential contact person (CCP) within a student organisation; and also acts as a reference point for boards so they can address the topics of social safety and desired forms of behaviour within the student organisation themselves.

Page 2. Code of Conduct for student organisations

Page 3. Incident reporting procedure

Page 4. The confidential contact person (CCP)

Page 6. Appointment and training of the CCP

Page 7. Support for the CCP

Page 8. Tips and references for student boards

Code of Conduct for student organisations

Who is it for?

Boards of accredited student organisations have to sign the [Code of Conduct](#) as adopted by the Executive Board. This is now done **every three years** for the compulsory recognition and assessment, or **in the interim** for student organisations applying for accreditation for the first time. The Code of Conduct confirms the standards and values of the involved parties. The Code of Conduct is actively endorsed by both Radboud University and the student organisations.

Why is there a code of conduct?

The Code of Conduct is preventative in nature and encourages good behaviour. The parties can also call each other to account for behaviour that does not comply with the provisions of the Code of Conduct.

If there is behaviour that does not comply with the provisions in this Code of Conduct and this behaviour has potential consequences for the accreditation of the student organisation, there is always a discussion before the follow-up actions are determined.

Responsibility of the board

The board of an organisation shall endeavour to ensure that the principles contained in this Code of Conduct are known to the members of the student organisation, and that they are applied and observed within its context. Examples of making members aware of the Code of Conduct:

- During the introduction week or initiations of the student organisation;
- During a thematic meeting or General Assembly;
- Publishing the signed Code of Conduct on the website;
- Sending the signed Code of Conduct with your organisation's registration form.

The role of the university

Student Life and International Mobility aims to ensure that all student boards are familiar with the Code of Conduct. Radboud University and the accredited organisations discuss the Code of Conduct annually - at the beginning of the board year - in order to ensure awareness and encourage compliance.

Incident reporting procedure

If there is behaviour that does not comply with the provisions in this Code of Conduct and this behaviour has potential consequences for the recognition of the student organisation, there will always be a discussion before a follow-up action is determined.

Reporting an incident does not contravene the GDPR. Reporting incidents helps Radboud University to limit harm. Reports can be submitted anonymously.

In the case of **'intangible damage'**, such as inappropriate forms of behaviour, physical or psychological damage, the board of a student organisation will contact Radboud University's confidential advisors. They may, if necessary and after a confidential interview, contact the Head of Student Life and International Mobility to give a brief report. Contact can be made via vertrouwenspersonen@ru.nl.

In instances of considerable **'material damage'**, damage that can be expressed in money, boards must immediately contact Student Life and International Mobility. Team members can contribute ideas and/or forward the report to the head of SLIM or the head of Student Affairs. Contact can be made by sending an email to slim@ru.nl or you can contact Charissa van Mourik, head of SLIM directly on charissa.vanmourik@ru.nl.

The confidential contact person (CCP)

What is a confidential contact person?

As confidential contact person, you are the first point of contact for members of your organisation who wish to make a report. This report may concern bullying, intimidation, transgressive behaviour - both sexual and aggression - and discrimination. The CCP conducts a personal, confidential interview and, if necessary, will refer to a confidential advisor on the [Centrale Team VP \(central confidential advisor team\)](#). The CCP plays a monitoring and supporting role within the association.

Who should be a CCP?

Criteria for a CCP

- Principled
- Independent
- Has life experience
- Accessible
- Empathic
- Skilled listener
- Impartial
- Trusted by the involved parties
- Available for a prolonged period of time

A CCP should preferably be someone who is empathic, someone who can listen and around whom everyone feels comfortable and safe. Some associations therefore choose to employ both a male and female CCP, or someone who identifies as non-binary. It may also be worthwhile considering origin, age, religion, etc. The CCP should preferably **not** be a (current) board member. The choice to do so can be understandable, such as in the instance of smaller associations where bringing in another active member is difficult. It is not necessary for the CCP to be a prominent and/or senior member and/or well-known within the association. This can be intimidating. Where possible, a CCP should be an external party or former member, meaning there are few ties to the current group, so they have knowledge of the association, but there is adequate distance. The CCP must have the ability to self-reflect. The CCP should also be willing to cooperate with and seek timely assistance from the central team's CA. The CCP should not aim to solve everything by

themselves, but their main priority should be putting students on the right track. Empathic and decisive at the same time!

Why is it important to have a confidential contact person?

It is important to have a CCP because you can feel terribly alone when you report an incident. The process of talking to someone, making a report or filing a complaint is often major. You may need someone by your side. Someone who provides a sympathetic and confidential ear, and helps you consider potential follow-up steps. They can also help you think about what feels right for you, as you make the report. In this sense, the CCP acts as an accessible point of contact within the organisation.

What is the difference between the CCP and an 'ordinary' confidential advisor?

CCP are there for first contact. They are the first, short-term, low-threshold points of contact for someone wishing to make a report. Confidential advisors provide further support and/or guidance, if necessary, after an initial report has been made.

What falls within the CCP jurisdiction and what does not?

- Reception and guidance of reporting parties;
- Issuing an alert to/ advising the board;
- Cooperating with the CA of the central RU team;
- Informing members about the CCP and policy;
- Involvement in or preparation of annual report.

You work confidentially unless the report concerns a criminal offence, or there is acute danger or a moral dilemma, or if the report concerns a minor. In these situations, the CCP should refer to or work closely with a CA from the central team. The role of the confidential advisor is explained in [this](#) video by van Oss and Partners. CCP receive a detailed explanation of this during basic training.

Is it necessary to have a CCP? What if there is no one in a smaller association who wants to take on this role?

No, it is not compulsory to have a CCP, but we do recommend it. We try to get the umbrella organisations and smaller associations to consider the matter. For example, it is possible for smaller associations to work together and jointly appoint one or two CCP. We also think it would be a good idea for umbrella organisations to appoint CCP so member associations have someone to report to. Student members can always report to [RU](#) if something is wrong.

Appointment of the CCP

As mentioned above, it is not compulsory to have a CCP within your student organisation, but it is **desirable**. The CCP is an accessible point of contact within the organisation. They can monitor current events within the organisation and, in case of serious situations, can refer people immediately.

The confidential contact person is also part of a peer consultation group (still to be established) with other confidential contact people, so they can learn how to deal with social safety and desired modes of behaviour. The confidential contact person can therefore be a figure within the organisation who keeps the discussion concerning mutual social safety alive and ongoing.

As such, it may be desirable to appoint two confidential contact people, especially in larger organisations.

The board of the organisation can follow several steps when appointing a new confidential contact person:

- Initiate the discussion about social safety within the organisation. This can be done in a theme meeting, an information or training session, a General Assembly, a questionnaire or in another way. It is important that members feel involved in this topic and understand why it is important to discuss it.
- As a result, the board can draw up or tighten rules relating to social safety, potentially with a (new) committee. Examples are: codes of conduct regarding inclusivity, racism, creating a safe environment and the appointment of a CCP.
- The board can create an application procedure when appointing a CCP, which can be similar to the process for recruiting new board members. This involves asking (former) members or external parties if they would be interested in assuming the role of CCP. The board can then choose the CCP they (and possibly the committee) consider best suited to the role.
- The CCP is introduced to the student organisation and will preferably complete a basic training course organised by SLIM.

Support for the CCP

CCP basic training

The CCP can attend a basic training course for confidential contact people during the academic year. This course is provided by Student Life and International Mobility and a trainer. The basic training consists of two half-days of 3 hours each, and an e-learning module that remains available for some time. Participants who complete the course also receive a certificate of participation. Both parts of the course involve working in small groups so there is a lot of interaction.

- Half-day 1:
 - Why a CCP?;
 - What are a CCP's tasks?;
 - What frameworks does the CCP work in?;
 - How do you work as a CCP?;
 - Discussing cases;
 - Actual examples.

- Half-day 2:
 - The basic elements of a conversation;
 - Conversational techniques;
 - Conversation skills;
 - Getting started with the training actor.

- E-learning module: an online environment where the CCP can look up information and practice.

Peer consultation with the Radboud University confidential advisors.

The Radboud University confidential advisors will offer peer consultation to the student organisation CCP's.

During the peer consultation, you deepen your knowledge of the issues that are challenging in a fixed structure with other confidential contact people during a learning process aimed to encourage reflection, in order to gain insights and solutions, and to increase your own professionalism. You learn from each other's issues and gain insight into your own actions.

Tips for student boards

- Establish an advisory board or committee. This committee can inform and advise the board on policy issues that concern social safety and be involved in the CCP application procedure.
- For questions regarding regulations and statutes, you can contact a notary or one of the many legal advice centres in Nijmegen. They can answer your questions free of charge. Iriszorg and the local GGD are also willing to provide support for issues regarding policy on these themes.
- Set up a working group to deal with issues related to topics mentioned in the Code of Conduct, such as social safety, sustainability and alcohol policy.
- Get in touch with other board members and learn from each other! Other boards may have good tips that you can incorporate into your own policy.
- If you have any questions, you can always get in touch with SLIM via slim@ru.nl

Reference works for student boards

In addition to the Code of Conduct and this guide, there are also a number of websites, campaigns and documents that student boards can use to find information. For example, as a board, you can link to particular pieces of information on your own website so members can find this information too. Alternatively, you can contact the authorities or organisations mentioned here to arrange workshops or training sessions tailored to your organisation.

- **Radboud University regulations on inappropriate behaviour**

The university has been working with [regulations on inappropriate behaviour](#) since April 2021. These regulations have been established for Radboud University students and employees.

- **Radboud University confidential advisors**

The university has been working with a [team of confidential advisors](#) for several years now. These confidential advisors can be contacted by any student at the university.

- **Social Safety Statement – Universities of the Netherlands 2019**

In 2019, the Universities of the Netherlands released a [statement](#) about social safety. *'Dutch universities are committed to providing their students, employees and visitors with a safe*

environment. Of key importance to Dutch universities are collegiality, integrity, equality, respect, openness and attention to each other. Dutch universities do not tolerate any type of undesirable conduct, including sexual and general harassment, aggression, bullying or discrimination.'

- [Article in Algemeen Nijmeegs Studentenblad \[General Nijmegen Student Magazine\]](#)

In early 2022, [Algemeen Nijmeegs Studentenblad](#) reported on the increasing interest in social safety and training courses for confidential contact people.

- [Example of CCP web page: Vegan Student Association](#)

The [Vegan Student Association](#) has a special web page dedicated to the association's confidential contact people. You can use this page as an example to create an accessible place where members can find information on the CCP and social safety rules.

- ['Ben je oké?' campaign](#)

The ['Ben je oké' \['Are you okay?'\]](#) campaign run by Rutgers, the knowledge centre for sexuality and sexual health, is intended to make sexually inappropriate behaviour discussable in student life and within your student organisation. You can find links to organisations such as Sex Matters that provide [workshops](#) and training on their website. For example, there are social safety training courses for boards and committee members, or sex education for the entire association. Boards can also download a [checklist](#) and instruction posters to display within their association's premises.

- [Campaign 'Zin? Lekker? Fijn?](#)

The campaign ['Zin? Lekker? Fijn? \['Do you want to? Is it alright?'\]](#), run by Sense, the centre for sexual health, is intended to make the wishes and limits concerning sexuality easier to discuss.

- [Campaign '#stoptheshame'](#)

The ['#stoptheshame'](#) campaign, run by the Centrum Seksueel Geweld [centre for sexual violence] (CSG) is about making sexual harassment and sexual intimidation a subject of discussion and making it clear where people can seek help. Student organisations can download a [tool kit](#) on the website.

- [Active Bystander Training](#)

[The Active Bystander Training Company](#) provides training for combatting anti-social behaviour. You get tools for combating unacceptable behaviour, including behaviour that

has become normalised over time.

- **Gelijkspel**

[Gelijkspel \[equal play\]](#) is an informational service about the sexual 'game' for and by students. By talking to the students, taboos are broken and insights are given into a variety of topics within the sexual culture of student life, such as setting and recognising boundaries. This is done using case studies and a toolkit: the *rules of play*.

- **Fairspace**

[Fairspace](#) is an organisation focused on creating a safe and more inclusive (public) space for everyone. They do this by providing workshops and training sessions, such as the 'bystander intervention' workshop.

- **GGD Gelderland-Zuid – Nijmegen Region**

The [GGD in the Nijmegen region](#) is open to cooperating with student organisations. They have the expertise to provide information and training sessions on (sexual) behaviour, consent, social safety and inclusivity. Get in touch to arrange these for your organisation.

- **DEI - Ambassadors**

Radboud University has a training programme for Diversity, Equity and Inclusion ambassadors. These are students who are trained to give information regarding diversity and inclusion to anyone who wants it. Take a look at the [website](#) for more information, to request an education session or to register for the ambassador programme yourself.