



Staff / Student protocol

1.0 Introduction

- 1.1 The principle objective of this Protocol is to clarify the working relationship between ordinary students, elected officers, staff and managers. Whilst this statement makes reference to contracts, terms and conditions of employment, grievance and disciplinary procedures, they do not form part of the contract but rather a separate agreement between the Students' Union and Staff.
- 1.2 The Students' Union at Bath Spa University exists to represent its members and provide them with services, support and opportunities for development to enable them to maximise the benefits of their overall student experience.
- 1.3 Critical to the successful operation of the Union is a positive and harmonious working relationship between Union members, officers and staff. The purpose of this protocol is to clarify the relationship between these stakeholders and should be read within the context of the Union's Constitution.
- 1.4 Central to the resources of the Students' Union are the employed staff who undertake its day-to-day operation and implementation within a policy framework agreed by the Board of Trustees.
- 1.5 It is the intention of this agreement to ensure that the Students' Union shall maintain good staff relations.

2.0 Principles of the Staff / Student Protocol

- 2.1 Elected Officers of the Students' Union share a collective and individual responsibility to ensure that under no circumstances shall discussions take place of matters relating to the responsibilities, conditions of employment, performance or conduct of members of staff other than at a closed session meeting of the Board of Trustees.
- 2.2 Criticism or negative comments made against individual staff members should be treated with STRICT CONFIDENTIALITY at all times and should never, therefore, be the subject of Students' Union publicity. Neither shall staff or elected officers communicate with any media concerning such matters.
- 2.3 Staff shall not publicly question or disagree with Union policy.
- 2.4 Students and users of Union facilities who have cause to comment on staff or staffing matters should contact the President (or in their absence one of the two V.P's) who will take up the matter with the Chief Executive. The Chief Executive will take whatever actions are necessary, within the policy framework of the Union, appertaining to those staff.

- 2.5 Under the Constitution, the Board of Trustees delegates all responsibility for staffing matters to the Chief Executive, within agreed policies and procedures.
- 2.6 In order to avoid confusion and ensure that the smooth operation of the Students' Union is not adversely affected, the appropriate channels must be used at all times when dealing with Trustee /Staff matters or inter-relationships.
- 2.7 Courtesy between Union officers and staff is expected at all times. Union officers will at all times, pursue any complaints or comments regarding staff with the President, who will liaise with the Chief Executive.
- 2.8 Members of Staff shall not become actively involved in the politics of the Union, or be encouraged to do so by Union officers or the general student population. Nor will they become politically involved in, or attempt to, influence Union elections. The only involvement may be in giving assistance to the Returning Officer.
- 2.9 Confidential matters must not be the subject of discussion between staff and Union officers or any members of the student body.
- 2.10 This Protocol Agreement should be adhered to at all times to ensure both the smooth running of the Union and also to ensure the Union is not placed at risk through failing in its statutory duties enshrined within its employment policies and procedures.
- 2.11 The Chief Executive will ensure that each member of staff and the Board of Trustees is made aware of this Protocol Agreement.
- 2.12 The protection of the Staff / Student Protocol shall extend to everyone working within the Students' Union, except when this contradicts any current employment legislation.
- 2.13 This Protocol Agreement should not be altered or amended in any way unless by mutual agreement between (following consultation with staff) the Students' Union President and the Board of Trustees. However, the Board of Trustees has the power to ratify any changes proposed.
- 2.14 Any complaint about the operation of this Protocol Agreement, should be made in the first instance to the Chief Executive and, thereafter, to the Students' Union President or in the case of a Students' Union officer, direct to the Students' Union President.

3.0 Student Employees

- 3.1 Students who become casual or part-time employees of the Students' Union may be members of Students' Union committees, but must declare an interest prior to any debate which might directly or indirectly affect their employment terms.
- 3.2 Any student officer or member of the Students' Union who has a potential conflict of interest, for example, by way of relation to or with an employee of the Students' Union, should declare the interest in all discussions or debate in that area of Union work.

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