The following document sets out the expected conditions of events that are required by the University or the Students’ Union to follow “House Rules”.

These events could be facilitated, organised or delivered by recognised SU Societies, SU Sports Clubs, Student Communities or other student led groups and would usually have discussion or Q&A as a key part of the event or activity.

Such events must include a nominated chair who will ensure that:

* House Rules have been read by all speakers in advance of a meeting.
* House Rules are to be read out by the chair at the beginning of the meeting.
* An opportunity must be given to all attendees to ask for clarification on any of the House Rules.
* In the event of a meeting being filmed:
  + This must be declared at the beginning of the meeting and where possible included on any advertisement for the event.
  + In the case of attendees participating via the internet;
    - All attendees must be given the opportunity to turn off cameras prior to filming beginning.
    - A message should be posted in the chat to explain that the session is being filmed for those who arrive late.
  + In the case of attendees participating in person;
    - An area must be provided for those who do not wish to be captured on film but are still able to participate with the event.
    - A sign should be placed on the door to inform attendees that filming is taking place and that there is an area available to those who do not wish to be on film.
* Trigger Warnings
  + If the content of the event is likely to include the discussion of topics that you may reasonably assume could trigger someone, a trigger warning must be issued by the chair prior to the discussion.
  + Attendees must be made aware that they can leave the room/discussion at any point if they feel the need to.
  + In the case an attendee is triggered or suffers distress, the following support information should be made available to them:
    - The Student Wellbeing and Inclusivity Service (SWIS)
      * [Wellbeing@essex.ac.uk](mailto:Wellbeing@essex.ac.uk) 01206 873133
    - SU Advice
      * [SUAdvice@essex.ac.uk](mailto:SUAdvice@essex.ac.uk0) 01206 863211
    - Out of hours service is required
      * Student Wellbeing Support Line- 24/7 : 0800 028 3766
      * Student Space(online mental health support)provided by Student Minds, available daily: 4-11pm [www.studentspace.org.uk](http://www.studentspace.org.uk)
* Where an event attendee is disruptive or found to be in breach of house rules they should be asked to leave the event.

If an attendee is asked to leave the meeting and refuses, please contact the University Security team by calling 01206 873148 or by sending someone to the the information centre on square 3.

Details of the incident should be sent to [**susocs@essex.ac.uk**](mailto:susocs@essex.ac.uk)at the earliest convenience.

**HOUSE RULES**

The following house rules will be observed during the course of this event:

* Any discussions must be conducted in a calm and respectful manner, with no raised voices, aggression, overlapping speech, interruption or ‘talking over’ other speakers.
* Unacceptable behaviour will not be tolerated, including but not limited to: abusive language or terminology, inflammatory language (particularly in relation to topics which others may consider to be sensitive), behaviour or speech which constitutes a personal attack on any named individual, attendee or participant.
* The organisers reserve the right to immediately remove any individual from the event or activity if they believe that their behaviour is such as to compromise the safety or wellbeing of any other attendee or participant.
* At all other times the following will apply:
  + attendees receiving a warning on the first occasion any of these guidelines are breached
  + attendees are required to leave the event or activity if a second breach then occurs.
* Event organisers must always confirm in writing with session leaders whether recording or recording and distribution of the event is permitted.
* In an instance where an event is being recorded over video conference, participants must be made aware of this at the beginning of the event so that they have ample time to turn off their microphone and/or camera. Any recordings that are distributed (e.g. through social media) must be edited so that the video starts after participants have had the opportunity to turn off their microphone and/or camera.
* Any in-person events that are being recorded must include a no-recording zone where participants who do not wish to be filmed can enter and will not be captured on any recordings.
* External Speakers should stick to agreed topics/content and will have been made aware of the Code of Practice: Academic Freedom and Freedom of Speech, ahead of the event.

For the event titled \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ The above house rules will apply.

The Nominated Chair for this event is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*I have read, understood and will abide by the House rules outlined above in the course of running this event.*

Chairs Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairs Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_