



**University of  
Nottingham**

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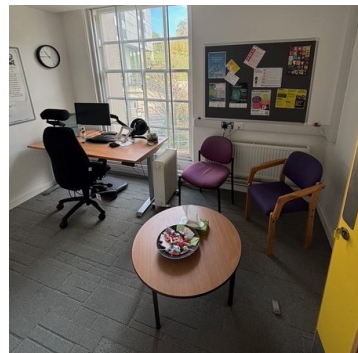
**The  
Wellbeing  
Team**

**This guide has been produced to help answer questions you may have prior to meeting with our team. If after reading this, you still have questions you'd like answered before your meeting please drop us an email and we will do our best to answer these.**

### **Where will the meeting take place?**

If you have requested an in person meeting this will take place in the Wellbeing Hub area meeting rooms. The Hub is in the Portland Building on C floor (to the left of Student's Union Advice). We have produced a guide to finding the Wellbeing Hub which you will find in our email signature. You can also use What Three Words //broker.amuse.punt

All our meetings take place in private rooms and you can bring someone to support you if you need to.



**(Photos of our meeting rooms)**

If you have requested a Teams meeting we will advise you of the time of the meeting and call you via Teams at the agreed time. This will be a video call. We understand sometimes people prefer to have cameras off and if this is your preference we will normally turn our camera off too.

### **Who will I be meeting with?**

We are a small team of trauma aware staff who have a wealth of experience supporting people through often very difficult circumstances. Part of the wider student wellbeing team, our service is headed up by Laura Sanderson - Senior Safeguarding Manager and supported by Lena Reid and Chloe Durack-Robinson our Report & Support Practitioners. Laura Mynett - Student Wellbeing Service Manager also supports within our team.

When your meeting is booked you will be advised who this is with.

You can find photos of our team on our Student Wellbeing Service pages under Report & Support on our 'meet the team' page at [nott.ac/wellbeing](https://nott.ac/wellbeing).

## **What does a meeting look like and what will you ask me?**

We will introduce ourselves and explain about confidentiality. We will then talk about the information you shared. If you've already given a lot of details in your form, we may not need a lot more information at this point but we may need to confirm our understanding and find out if there is anything else you want to tell us. If you haven't told us a lot already don't worry, we will ask you some questions to get a better understanding of what's happened but we will take things at a pace that's comfortable for you and you don't need to share anything that you are uncomfortable with sharing.

When we know more about what's happened, we will ask you what you would like to happen and we will be able to talk to you about the different reporting options available to you. Where relevant this may be both within and, outside of, the University. We will also discuss any support you might need now, or in the future, and help you in accessing this.

You don't need to make any decision when you meet with us unless you want to, and can come back to us when you've had time to consider what you'd like to do.

There are on occasions times when, due to our statutory obligations, we have to share information where there are potentially people at risk. In these instances we will try to inform you of this first and will always try to keep you involved.

## **What happens next?**

Depending on your decision we will ensure you are connected with the right people to take forward any report you wish to make. Where support from other areas of the university has been discussed we will make any referrals required.

For reports about staff, we will also liaise with our HR team.

If there are still outstanding risks, our team will also help with safety planning.

**If there is anything you would like to tell us about prior to your meeting such as any communication needs/preference you have please let us know by email, or when you meet with us.**

### **Feedback from students who have met with our team:**

*"I feel more comfortable as the problem was dealt with and discussed"*

*"I feel better having spoken to someone about what happened and just having someone to listen"*

*"We have been kept updated at each step of the process and have been reassured that support will always be there for whenever we need".*