

# LUU Weekly News

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Welcome to LUU Weekly News.

## Aidan's Update



Watch [Aidan's update](#) for this month as he recaps on the summer in LUU and our Summer Staff Conference Celebrations and looks ahead to Welcome.

## Welcome Volunteering rota

The Welcome period is almost upon us, with International Orientation Week starting on 16<sup>th</sup> September and the following week commencing 23<sup>rd</sup> September will be Welcome Week.

We have many key streams of activity around campus during the two-week period and we are looking for staff to support this activity. If you are able to give an hour or more to support this LUU activity it will be extremely helpful to supporting Welcome at LUU.

We appreciate that for many staff this may not be possible in line with other commitments and work at this time.

To sign up to support Wayfinding, Queue Management, Photography, Ticket Sales, and more - [follow this link](#).

If you have any questions, please contact Matt Broadey ([M.Broadey@leeds.ac.uk](mailto:M.Broadey@leeds.ac.uk)) or Doug Muzawazi ([D.T.Muzawazi@leeds.ac.uk](mailto:D.T.Muzawazi@leeds.ac.uk))

### Hello and Farewell



A big welcome to our new starters this week, we have new **Bars and Venues assistants** starting in **Old Bar, Terrace** and **Venues** and new **Retail assistants** in our **Coop team**.

**Eva Lafontan** starts this week in their new role as the **Development and Engagement Assistant** in **Student Activities**.

### Belonging

As we get ready to enter that wonderful time of year, Welcome, now is the time to make sure you are looking the part.

All staff should wear a name badge and LUU lanyard when they are at work. This helps staff to identify one another and helps us to keep our work areas and buildings more secure. If you need a replacement lanyard or name badge then please [fill out this google form](#).

Front facing and operational staff have local uniform arrangements. Now is the time to report to your manager if you are missing any items so they can get them ordered in advance of welcome.

All office based staff can get an item of LUU clothing from the People Team. If you have not yet been issued with an item of LUU clothing then [fill out this google form.](#)

### **REACH Safe Space- Wednesday 11 September**

The REACH Network will be running a **safe space on Wednesday 11 September from 12-1pm in the Inclusive Office on Level 2.** We will provide colouring in sheets both physically and virtually as well as drinks and snacks.

These sessions are on a drop-in basis and so there is no pressure to attend for the whole hour.

If you have any questions, please email Nicole at [n.c.cal-akpuogwu@leeds.ac.uk](mailto:n.c.cal-akpuogwu@leeds.ac.uk) or Chanelle at [c.dixsons@leeds.ac.uk](mailto:c.dixsons@leeds.ac.uk).

We want to emphasise the importance of building community and resilient support networks for us to lean on, particularly as we approach the start of term which is a busy time for a lot of us and on campus. These spaces are intended to be a place for us to prioritise our wellbeing and take some time away from our busy days.

If you aren't a member and would like to join the network, check out our [Staff Intranet Page](#).

### **External Speaker Process at LUU**

# The External Speaker Process

In order for LUU to comply with several bits of legislation, we need to have a record of every **external speaker** invited to campus (or to online events) by our Clubs & Societies, Student Leaders, Exec and **LUU staff**.

Work undergone over the past year has meant a tightening up of that process.

Headline changes mean that;

Staff must submit an [External Speaker application](#) 21 working days before a proposed event. That means staff at LUU have time to come together, research and put together a risk assessment with the Principal Organiser if required.

[For more information, please visit, the External Speaker Application process guide for staff](#)

If you have any questions at all please email [l.winterburn@leeds.ac.uk](mailto:l.winterburn@leeds.ac.uk).

## Hero of the Week



This week's heroes are:

**Hannah Jones, Amy Merchant, Ross Hickman, Zane Alley, Nicole Cal-Akpuogwu, Ellie Dodds, Josh Allen, Dairy Fan, Yandan Bian**

## Christian Bodden

Remember all nominations are submitted into our Hero of the Month draw of each month. There will be 3 vouchers up for grabs, each worth £10.

[You can submit your nominations here.](#)

To find out why you were nominated, [click here](#).

### Love to Learn – Open University: OpenLearn



Did you know The Open University has a wide range of free courses to offer? OpenLearn is the home of free learning from The Open University, with over 1000 courses to pick from. Their vision is to break down barriers to education by reaching millions of learners each year, through free educational resources- providing bite-sized learning experiences designed to fit easily into daily life.

Whether it is an interest you have, or a skill you want to develop- they cover a range of topics including History, Languages, Business and Environment.

To find out more, [click here to watch a quick video](#), or [click here to head over to OpenLearn](#).

[Click here to find out more about the learning platforms that are free to use.](#)

### Reminders

- All first aid incidents, no matter how small, should be dealt with by a qualified First aider and logged on our reporting system. To learn more about our First Aiders and dealing with incidents, have a look at the [Staff Intranet page](#).
- The Disability Staff Network has a Network Leader and is recruiting members. [Click here to fill in a quick form to join the Network and Mailing list](#).

- Exciting news- **Amy Merchant** from our Wellbeing & Partnerships team, and **Joshua Allan** from our Help & Support team are the new co-leaders of the LGBTQ+ Staff Network. [To find out more about the LGBTQ+ Staff Network and sign up, click here.](#)

### Useful Links

[LUU Cultural Calendar](#) | [Equality and Inclusivity](#) | [Climate and Sustainability at LUU](#)