

Confidential Advisors Protocol



Protocol, duties and function

Confidential advisors oversee the mental well-being of their fellow LPR members. They are a first point of contact for members and offer them help if necessary. Confidential advisors are there for all members who have (had) to deal with undesirable behaviour or feel unsafe, including board members. Even just having a listening ear can help.

General information

- Confidential advisors (CAs, or VCPs in Dutch) are an independently functioning body. This means that the association has no say in the decision-making and appointment of confidential advisors in any way. The appointment of the first confidential advisors is an exception to this rule.
- Conflicts of interest should always be avoided. A confidential advisor should not be on the board or the RvO.
- Before taking up their position, a CA is obligated to attend STIP's confidential advisor course.
- Ideally, the association should have two CAs.
- Preferably, CAs are as diverse as possible, unless this is not an option due to lack of interest or suitable candidates. Diversity is encouraged by STIP for the safety of notifiers. For example, STIP recommends appointing an active member and a less active member as CAs. Preferably they are also of different genders. This should help prevent notifiers who are facing a situation from feeling they are unable or unwilling to address a confidential advisor. Reasons they can feel this way may include:
 - The CA and/or their friends being involved in an incident;
 - The CA being too close with the board;
 - A CA's gender, education or background not making for a good fit for the notifier;
 - A notifier feeling unsafe in other ways with the CA in question.
- A confidential advisor is appointed for a term of two consecutive years, starting on the day he takes office. This is both the minimal and maximum term. If a CA has to give up their duties earlier, a replacement will be sought by the confidential advisors (with help from the board if need be).
- After their term in office ends, a confidential advisor cannot perform this task again for the same association. Thus, according to the rules of the Radboud and the STIP, a

confidential advisor cannot be re-elected or re-approved at a later time within the same association after their term has ended.

- CAs are responsible for their own succession. This means announcing a vacancy on time if one or more CAs will be leaving. The association may share this job vacancy with its members.

A CA's tasks

Notifiers

- A confidential advisor is a first point of contact for a notifier confronted with forms of undesirable behaviour or abuse, whereby they will offer a listening ear. This requires the CAs to be accessible to members through their own email address. This email address is not accessible to board members so all information remains confidential.
- Confidential advisors can engage in conversation with the notifier and, with the notifier's consent, can engage with other parties involved. They can also take a notifier to speak with the board if the notifier wishes. The board has the power to intervene within the association, whereas confidential advisors do not. CAs will always be on the side of the notifier and try to make them feel as safe as possible.
- A confidential advisor can guide the notifier in taking legal action if necessary.
- A confidential advisor may refer a notifier to Radboud University confidential advisors and other social workers if necessary.

Board and external parties

- A confidential advisor can identify (suspected) undesirable behaviour and report it to the board.
- A confidential advisor can advise and/or assist the LPR board in making undesirable behaviour addressable. In doing so, the CA can help address members regarding undesirable behaviour. This can be done together with the notifier or, with their consent, on behalf of the notifier.
- A confidential advisor shall not take any action on behalf of the notifier, a fellow member or manager without the consent of the person(s) concerned. Decisions concerning the association or its members may not be made by a CA: these are things the board is tasked with. A CA may, however, advise the board in regarding such matters.
- A confidential advisor may, with the permission of the notifier, approach board members of LPR or other bodies (e.g. the other confidential advisor(s), a confidential advisor of the RU or other external parties for mediation.

Tasks, rights and duties of a CA

- Each confidential advisor has an **obligation of confidentiality** unless it is against the law to keep to this. This obligation of confidentiality remains applicable after the confidential advisor has left office.
- A confidential advisor is not responsible for (officially) reporting any wrongdoing or undesirable behaviour, unless they are considered criminal offences that require reporting by law.
- A confidential advisor has the right not to answer questions from the board or individuals regarding their duties (the right of non-disclosure), unless they are required to by law.
- Confidential advisors can be used as mediators. In that case, they function as a neutral party. This is only possible if the notifier has not yet gone to this CA in question because if they have, this CA must be on the side of the notifier. If necessary, a different CA can act as mediator.
- A confidential advisor must remove all documentation of any communications after the completion of their interview(s) and any follow-up interviews.
- Confidential advisors attend activities as members, not as CAs. If you want to make an appointment, please send an email.