

# Standards of Behaviour in Residential Accommodation

2.1 – August 2021

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### Creation and Revision History

To be reviewed annually by Head of Student Services. Next review due August 2022.

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2.0	Simon Duckworth, Head of Student Services	Rewrite	August 2020
2.1	Simon Duckworth, Head of Student Services	Annual review – no changes	August 2021

## 1 Behaviour

All staff and students have a right to study and work in a safe and supportive environment. Any offensive, violent or anti-social behaviour (including bullying) will not be tolerated and will lead to disciplinary action without exception as per the Student Code of Conduct and Disciplinary Policy and Procedure. Students are expected to report anti-social behaviour to a member of staff.

Any illegal activity such as possession or use of recreational drugs will be dealt with seriously. The police will be informed, and the incident will be treated as one of gross misconduct as per the Student Code of Conduct and Disciplinary Policy and Procedures.

## 2 Smoking

In the UK it is illegal to smoke in any enclosed and substantially enclosed public places and workplaces. Under NO circumstances are students allowed to smoke anywhere in the INTO Centre.

Students who wish to smoke must go outside. Cigarette ends must be placed in the ashtrays or bins provided and not thrown on the floor or garden.

## 3 Alcohol

Students are **NOT** allowed to consume alcohol in the student kitchens, courtyard or other public spaces in the Centre.

If students over the age of 18 are found with alcohol on them in the above locations then they may be asked to dispose of the drink. If students refuse to dispose of the alcohol appropriate disciplinary action will be taken.

It is illegal for anyone under the age of 18 to purchase alcohol in the UK. If students under 18 are caught with alcohol in the Centre they will be asked to dispose of the alcohol in front of the member of staff who caught them or it may be confiscated.

Persistent offenders found breaking the above rules on alcohol will be subject to the disciplinary procedures as per the Student Code of Conduct and Disciplinary Policy and Procedures and can be evicted from INTO accommodation.

## 4 Fire Equipment

Students must not cover the smoke alarm in their room or tamper with any fire equipment (fire alarms, fire extinguishers etc.).

Anyone who abuses fire safety equipment may be evicted or liable to cover the cost of any equipment replaced or engineer callout.

## 5 Fire Safety and Evacuation

All students **MUST** leave the building immediately when the fire alarm sounds or if asked to do so by a member of staff. Students should leave in a quiet and orderly manner using the stairs and congregate in the car park opposite building. Please **DO NOT** congregate in the car park at the side of the building, stand in the road or cause any obstruction.

## 6 Fire Doors

The doors leading from the student residences to the academic block are locked closed for safety reasons. Students must **NOT** attempt to open or use these doors under any circumstances other than in an emergency. When the fire alarm sounds these doors will unlock automatically.

## 7 Noise

Most students are here to study and progress in their academic careers. Students require a good night's sleep to study effectively. Please respect your fellow students and keep noise to a minimum after 11pm.

## 8 Curfew

U18's are subject to a curfew at 23:00 each day. Please see the Under 18 Policy and Procedure for further information.

## 9 Littering

It is unacceptable to drop litter in or around the INTO building.

## 10 Cleaning

Students must allow cleaning staff to enter their bedroom every morning and clean the room on the scheduled cleaning day.

Bed linen must be changed every two weeks on the scheduled cleaning day. Sheets and covers should be removed from beds and left in the room for the cleaning staff to collect. Clean sheets and covers will be left in the room and students are expected to re-make the bed. Failure to do this makes the bedding very dirty and the cleaning staff will then have to replace these items.

Students must keep their room in a clean and tidy condition. If cleaning staff are required to carry out work that is unreasonably beyond their normal duties, i.e., cleaning a dirty room, the student will be required to pay for any additional cleaning. Charges for cleaning will be dependent on the work required and the equipment needed.

## 11 Damage to INTO property

Students **MUST NOT** damage, or allow others to damage, any INTO property. Students will be charged for the reasonable cost to repair any damage to or loss of any INTO property.

Charges made are dependent on the work required and equipment needing to be repaired or replaced which is not due to fair wear and tear.

## 12 Kitchens

So that the kitchens remain a safe and pleasant area all students **MUST** wash and clear up when they have finished cooking so that the next person can use the equipment. Please be considerate to other kitchen users at all times, allowing them space and time to enjoy their meal.

It is unacceptable behaviour to steal any food or equipment from the kitchens. It is recommended that all students label their food with their name and room number. Any equipment (i.e. kettles, plates, pans, irons) used **MUST** be returned to the kitchen. If the cleaning staff find any INTO equipment in a student bedroom the items will be returned to the kitchen and the student will receive a written warning. Please note the INTO plates and cutlery should not be placed in the rubbish bin after use.

For health and safety reasons, it is advised, that fridges should not be over filled and food should be eaten by the use by date.

## 13 Electrical Items

Students are only allowed to use the following electrical items:

### In Bedrooms:

Bedside lamp  
Television  
DVD player  
Domestic iron  
Hair dryer/straighteners  
Kettle  
Hi-fi equipment  
PC  
Printer  
Shaver

### In Kitchens:

Coffee Maker  
Slow Cooker  
Rice Cooker  
Sandwich Toaster  
Hotplates

If items other than those on the above bedroom list are found in student bedrooms they will be removed by the cleaning staff and returned when the student finishes their course. Please **DO NOT** place any hot items (iron, hair straighteners etc.) on any soft furnishings or flooring as they will cause damage and penalties will be applied to anyone caught doing so.

## 14 Firearms or Weapons

Students are **NOT** allowed any firearms or weapons in the building. This includes BB guns, pellet guns or knives. Any such items which are found in the building will be confiscated and disposed of according to the INTO Confiscation of Prohibited Items Policy.

## 15 Visitors

For the safety of all students, visitors invited to the centre by INTO residents are not permitted to stay overnight. All visitors must leave the building by 11pm.

## 16 Sub-letting

Students must **NOT** allow anyone else to live or sleep in their room.

## 17 Check out procedure

At the end of the accommodation licence, students must:

- Make sure their room is left in a clean and tidy condition.
- Completely clear their room.
- Leave all the bed linen on the bed.
- Return the room key to INTO reception.
- Allow maintenance staff to check the room for any damage.

Into reserves the right to deduct money from a student's accommodation deposit if the above conditions are not met upon checkout.