

# ASKHAM BRYAN COLLEGE

## Accommodation Handbook for Apprentices 2018-19



# ACCOMMODATION HANDBOOK FOR APPRENTICES

Before you come to College please take time to read through this document; it is intended to help prepare you for staying in College accommodation and it forms part of your contract. We also recommend that you re-read the Terms and Conditions and your Accommodation Agreement to remind yourself of your obligations whilst you are living on campus.

In this handbook you will find an overview of the facilities and support services available, as well as policies and procedures (which are detailed in the Terms and Conditions and the Residential Rules, a copy of which is available upon request). On our part we want to ensure, as much as possible, that the accommodation is clean, safe and secure and that residential life provides a supportive environment that facilitates your learning experience. On your part, please be aware that you are responsible for getting to know the policies and procedures within this handbook and the Terms and Conditions and to abide by them. As an Askham Bryan College student you are also responsible for adhering to policies in the Student Code of Conduct; you can download a copy from [www.askham-bryan.ac.uk](http://www.askham-bryan.ac.uk).

Don't be afraid to ask questions and/or request help from the Accommodation Office, Student Services, Security or other members of the College staff on site if there is anything you are unsure about.

## MANAGEMENT OF THE ACCOMMODATION

The day-to-day management of the accommodation is the responsibility of the Accommodation Manager who, through the Housekeeping and Wardening staff, will be informed of any problems or maintenance that is required. The Accommodation team manage your application, allocation and the contract for your accommodation.

## STUDENT SERVICES TEAM

The Student Services Manager, Residential Wardens and Safeguarding Staff are responsible for the health, safety and wellbeing of students whilst enhancing the student experience. This includes arranging enrichment activities and upholding discipline on campus. The Enrichment Wardens are available each evening to assist students with any problems they may face.

## SAFEGUARDING 07773 312617

This number is displayed on the large notice board in the foyer of each of the blocks. The notice board is updated weekly to inform all students of forthcoming social events, activities and trips along with the name and location of each Warden and the Duty Warden's rota.

## RESIDENTIAL WARDENS

All our warden team are experienced in working with young people and are the first point of call in the evenings. They are also pivotal in maintaining communication with parents and carers should they have any concerns or problems involving any student.

# STAYING IN COLLEGE ACCOMMODATION

The care and provision of accommodation for under 18s at the College is subject to the Social Care Common Inspection Framework (SCCIF); residential provision of Further Education Colleges is inspected by Ofsted. A residential student is classed as under 18 for the full academic year if they are under 18 on 31st August 2018, even if they become 18 during that time.

## SAFEGUARDING STUDENTS

There are a number of rules in place to ensure we can safeguard our students. It is important these rules are followed to allow this to happen.

## LEAVING CAMPUS

All students are required to sign out via the Fire Sheets situated in each accommodation block when leaving and returning back on campus between the hours of 5pm – 8am. Remember signing out and in is a key element of our fire safety and safeguarding procedures and all students are expected to abide by this. All under 18s are required to be in their accommodation by 11.45pm and in their rooms by 11:59pm.

## WINDOW LOCKS AND LATCHES

Window catches must remain on at all times (bedroom and kitchen) unless in emergency. You will be charged for their replacement if they are removed or damaged.

## SITE SECURITY

Every evening we have on site security in addition to the wardening team to ensure the Campus remains safe.

## AGE DESIGNATED BLOCKS

Please note that any student who takes up residence as an under 18 will deem to be under 18 for that academic year regardless of whether they turn 18 during the year and as such they must abide by the under 18 rules for the whole year.

## SEPARATE BLOCKS

In order to adhere to the SCCIF we allocate students under the age of 18 separately from those over the age of 18 and females are allocated separately from males.

Under 18 male students are not permitted in under 18 female blocks, and vice versa. Students under the age of 18 are not permitted in the Over 18 accommodation nor vice versa.

## SIGNING GUESTS IN

We kindly ask that any request for a guest to stay is made a minimum of 24 hours in advance and is authorised and recorded by the Student Services Manager. Residential students remain responsible for any guest they sign in.

Students who are under 18 may sign a guest in for one night providing the guest is of the same sex and also under the age of 18. Permission will be sought from the parent or guardian of both resident and guest.

Students who are over 18 can sign a guest in for one night as long as the guest is also over 18; proof of age may be required.

## IT SUPPORT

If you have problems with WiFi and IT please contact the IT service desk



By calling:  
01904 772315

Or by going to the  
Library Help Desk

## SMOKING

Smoking is not permitted on any part of the campus at any time apart from the designated smoking points; this includes e-cigarettes.

## DRUGS

The College operates a zero tolerance to the supply, possession and use of drugs. Drugs sniffer dogs and drug testing will be carried out randomly throughout the year or if there is any suspicion of drug use.

## ALCOHOL

Students OVER the age of 18 are permitted a reasonable amount of alcohol in their room at any one time for their own consumption.,

- It is a criminal offence to supply under 18s with alcohol.

Students UNDER 18:

- Alcohol may not be consumed, produced or stored anywhere by students under 18.
- Underage drinking is not permitted at any time and is a criminal offence and will be treated as such.
- Students under 18 found to be under the influence of alcohol may not be allowed to stay on site. Parents/guardians will be called to collect you if necessary.

## MEDICAL SUPPORT

Should our under 18 residential students become unwell we provide transport to our local GP or hospital as required and we always notify parents. We ask all residential students to register with the local Doctor and you will be provided with their information when you arrive. If you have any questions or concerns in relation to health or illness, please contact Student Services on 01904 772201 during the day or the Enrichment Warden or Safeguarding Warden in the evening (07773 312617).

If you feel unwell whilst at home during the weekend our advice is to stay at home and make an appointment to see the doctor there.

## SITE SECURITY

Every evening we have on site security in addition to the wardening team to ensure the campus remains safe.

## ON CAMPUS

### REPAIRS

All repairs should be reported to either the Premises Department or the Accommodation Office. All repairs will be dealt with as quickly as possible but some issues cannot be repaired by our own maintenance staff and we have to rely upon contractors to attend which can take longer to arrange.

### DAMAGE

If damage is caused in the accommodation the Student Services Manager will be asked to investigate. If the person responsible can be identified the cost of the repair or replacement furniture will be charged to them, or to a group of individuals in the case of communal areas.

If the cleaners need to spend extra time cleaning up a mess that has been caused by students in accommodation, the cost of this will also be charged to the individuals responsible

### LOST KEYS

If you lose your keys or fobs you will need to report this to the Accommodation Office immediately. We can cancel any lost fobs so no one else can use them and create you a replacement set which will cost you **£35**.

### FOOTWEAR

Muddy footwear, spiked sports shoes and rollerblades must be removed before entering accommodation. Lockers are provided in the areas of study. Please see your Course Manager about obtaining a locker.

### ELECTRICAL EQUIPMENT

Small televisions with a licence and small stereo equipment are allowed. Please note sub woofers, large speakers and amplifiers are not permitted as they can disturb other students.

Any electrical equipment that belongs to a student and placed in the kitchen areas for communal use must be P.A.T. tested.

# ARRIVING AT COLLEGE AND LEAVING ACCOMMODATION

### Room keys will be ready to collect from the Accommodation Office every Monday from 9am.

If you have requested to arrive on a Sunday evening you must collect your key from the Duty Warden between **6pm and 8pm**. You will need to ring 07773 312617 and a Warden will give you your key and show you to your room.

Please be aware that if you arrive without booking a room you may find accommodation is not available. Your tutor will inform the Accommodation Office of your block weeks but it is your responsibility to book a room in advance if you require one. If you do not stay in your accommodation on two consecutive occasions and we are not informed of your absence we will assume that you no longer require a room.

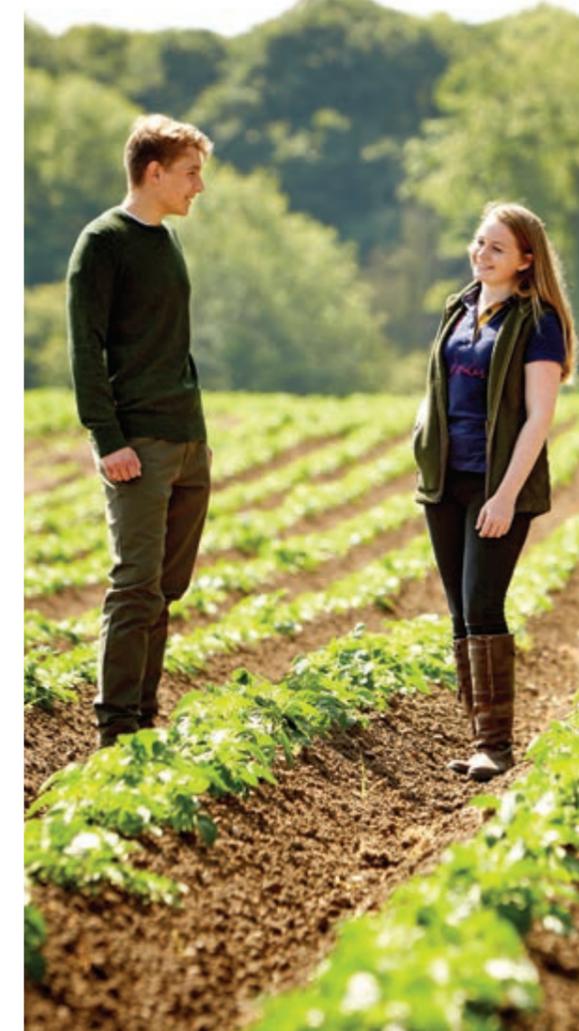
When you arrive at your accommodation, it should be clean and ready to move in to. We will provide bedding for you but the College does not provide towels so please remember to bring some with you.

If you feel that the standard of cleanliness is not what you would expect, please contact the Accommodation Office so that someone can visit and assess the situation.

### You must hand in your key at the Accommodation Office by 9.30am on the day of your departure.

If you leave your accommodation earlier than expected, please return your key to the Accommodation Office or post it through the letterbox at reception.

If you do not hand your keys back in to the Accommodation Office at the end of your stay, we will charge you £25 for a replacement set.



Check out our Askham Bryan College Facebook page, and follow us on Twitter, to keep up to date with what is going on in and around College.

 [AskhamBryanCollege](https://www.facebook.com/AskhamBryanCollege)

 [@AskhamBryan](https://twitter.com/AskhamBryan)

[www.askham-bryan.ac.uk](http://www.askham-bryan.ac.uk)

## WHAT ELSE DO I NEED TO DO?

### INSURANCE

You are responsible for arranging insurance for your own personal possessions. The College does not accept responsibility for loss of, or damage to, property brought on to College premises and shall be indemnified against any claim, by any person, in respect of injury, or loss of, or damage to property, which may arise directly, or indirectly, from the use of College premises, with the exception of those arising from the negligence of the College, its servants or agents.



### STUDENT VEHICLES

All vehicles must be registered with the College. If you know your vehicle details you must inform the Accommodation Office before you arrive. If you do not know the details of your vehicle yet you need to provide these to the Accommodation Office as soon as you arrive so a permit can be arranged. Upon your arrival at College you will be issued with a parking permit. This will allow you to park in the student car parks; you must not park anywhere else on campus, and if you park elsewhere you will be issued with a warning and asked to move your car to your designated car park.

- The maximum speed allowed throughout the campus is 10mph.
- Any student breaking these rules will not be allowed to bring their vehicle on campus.
- All vehicles are left on campus at the owner's risk.

## WHAT SHOULD I LEAVE AT HOME?

✗ Please **DO NOT** bring any of the following:

- |                   |                      |                     |
|-------------------|----------------------|---------------------|
| ✗ Candles         | ✗ Ornamental swords  | ✗ Pets              |
| ✗ Fairy lights    | ✗ Ammunition         | ✗ Vehicle parts     |
| ✗ Incense burners | ✗ Illegal substances | ✗ Offensive weapons |

### CAR PARTS/CHAINSAWS/PETROL OR FUEL CANS

- |  |  |
|--|--|
| ✗ No car parts, battery chargers or car batteries are allowed anywhere in accommodation. | ✗ Owing to the safety of other students in residence, chainsaws, petrol and fuel cans are also not allowed in accommodation. |
|--|--|

## CATERING

All residential students will be issued with an ID card which doubles up as a food card to enable you to purchase food. Your weekly allowance will automatically load onto your card. Lost cards will incur a charge of £5 which you will need to pay before a new card is issued.

If you have any special dietary requirements, please speak to a member of Student Services who will then speak to the Catering Team, who will endeavour to accommodate your needs. Please be aware that our foods may contain nuts, genetically modified food and any of the 14 recognised allergens as described in 'The Food Labelling (Declaration of Allergens) (England) Regulations 2008'. Please let us know if this may affect you. Any suggestions/ideas can be written on the cards provided and placed in the post box outside the Deli Bar. Every card will be answered.

**THE REFECTORY** offers a full meal service:

**BREAKFAST: 8am – 11am**

**LUNCH: 11.45am – 2pm**

**DINNER: 4.45pm – 6.15pm**

Muddy boots, hats, dirty overalls, and other outer work clothes must NOT be worn in the Refectory. Students will be asked to leave the Refectory if they come in to the Refectory in their outer work clothes.

**THE COFFEE YARD** serves coffees, teas, cakes, muffins, sandwiches and paninis:

**Monday – Thursday: 8.30am – 4pm**

**Friday: 8.30am – 3pm**



## CODES OF PRACTICE

In order to maintain a safe and secure environment for everyone living and studying in accommodation at Askham Bryan College, it is necessary to have certain recognised codes of practice which apply to all. By signing the Accommodation Agreement with the Terms and Conditions, you have agreed to abide by these Codes of Practice.

### LANYARDS

As part of the Codes of Conduct and College Rules, students are required to wear their lanyards and ID cards at all times whilst on campus.

### HEALTH AND SAFETY

Under current health and safety legislation, responsibility for safe premises and behaviour extends beyond the provider of services. You have a personal responsibility to conduct yourself in a way which does not put yourself or others in danger or interfere with safety equipment provided for the protection of all.

### FIRE SAFETY AND EQUIPMENT

Upon occupancy of your accommodation, you must familiarise yourself with the premises, escape routes, location of fire-fighting equipment, alarm systems and evacuation procedures. You must read carefully the fire regulation notices which are displayed behind the door in your bedroom. The College takes a serious view of any actions that could jeopardise the safety of staff or students. Appropriate disciplinary action will always be taken in line with the Student Disciplinary Policy. Anyone found tampering with any fire or safety equipment will be required to pay the full costs of any damage or loss incurred. Students who misuse fire equipment will be fined £500.

You are reminded that it is a criminal offence to interfere with any fire safety equipment.

### FIRE DRILLS

The Student Services Manager and the Wardening Team will organise fire drills throughout the year. All students must co-operate and respond to the alarm, regardless of their awareness of whether it is a drill or a real fire. In the event of an unsatisfactory fire drill, the procedure will be repeated until all students are familiar with the evacuation procedure.

### FIRE DOORS

Fire doors must never be wedged open. Anyone found doing this will be disciplined in line with the College disciplinary procedure. Fire doors stop the spread of smoke and fire and allow people time to evacuate the building safely in the case of a fire.

### FIRE BLANKETS

Fire blankets are found in the kitchens and are used to smother a fire.

### FIRE EXTINGUISHERS

There is a fire extinguisher in each kitchen and two are also stationed at each end of the corridor in Arkendale, Bishopdale, Coverdale and Jervaulx. In Eskdale, Farndale, Glaisedale, Harewooddale and Iburndale they are positioned at the bottom and top of the stairs. Any person or group of students using a fire extinguisher for fun, or for any purpose other than fighting a fire, will be disciplined and fined £500. If the person responsible for setting off the fire extinguisher inappropriately is not found then all the students in that accommodation will be held responsible.

## PERSONAL SAFETY AND SECURITY

The College has a duty to keep all students safe; therefore closed circuit television is operating in and around the accommodation.

We recommend that you always:

- Keep your room locked when you leave it. Wardening and cleaning staff will lock any doors that they find open.
- Shut the front door and corridor doors behind you.
- Keep your room keys with you. Do not leave them with anyone else.
- Report any suspicious people or incidents immediately to Student Services during the day or to the Enrichment Warden or Security Guard at night.
- Never leave anyone in your room when you are not there.



## FIRE SAFETY

### ✓ Dos:

- Know your escape route
- Know where your fire extinguishers are
- Read your fire notice
- Respond to all fire alarms
- Close fire doors
- Sign on or off campus

### ✗ Don'ts:

- Tamper with fire extinguishers or blankets
- Cover heat or smoke detectors
- Smoke
- Burn candles
- Wedge fire doors open
- Ignore fire alarms
- Accumulate rubbish

## RESIDENTIAL RULES

**The contract you sign is a legally binding agreement between you and the College which lays out your obligations and the College's responsibilities. Any breach of Residential Rules will result in disciplinary action under the College's disciplinary procedure (a copy of which can be obtained from Reception or the website) and will also be a breach of the terms and conditions of occupation and may result in your potential removal from accommodation.**

**For the purposes of these rules, reference to students over 18 means students who were 18 or over on 31st August of the year in which they enrolled for the current year of their course e.g. 18 or over on 31st August 2018 when enrolling onto a course for 2018-2019.**

- All resident students are required to comply with College general regulations.
- No firearms of any description including ammunition and cartridges, air rifles, BB guns, catapults, knives or anything that could be defined as an offensive weapon is permitted in College accommodation. If any of these items are found, they will be confiscated and disciplinary action will be taken. Knives required to be used in the subject you are learning will be provided by curriculum staff. Any guns brought to site by students permitted to do so must be registered with the department and stored appropriately, in accordance with the College Firearms Policy.
- All students are FULLY responsible for the condition and security of their own room. Doors must be locked when leaving and keys MUST be kept with the occupant and not given to others. Window restrictors must NOT be removed and windows must NOT be used as a means of entry or exit to a room. Failure to comply with these rules and any damage caused to rooms will be the responsibility of the occupant and disciplinary action will be taken as necessary.
- To protect the safety of all, residential students must comply with current health and safety regulations, fire regulations and regulations on the use of electrical appliances in rooms, in addition to any other College regulations that may be notified from time to time.
- For your own safety fan heaters, electric fires, cookers, fridges, microwaves, toasters, kettles, irons and lava lamps are not permitted in student rooms. To avoid the danger of fire you must not use adapters in plug sockets. A four-gang plug extension is acceptable. You must not use or possess any appliance with an open flame (including candles). You must not interfere with any electrical or heating controls.
- Interfering with fire equipment, for example fire alarms, fire exit doors, extinguishers, fire hoses and smoke and heat sensors puts the safety of others at risk. You must not wedge fire doors open under any circumstances. Failure to comply with the above may result in prosecution for a criminal offence and is regarded as extreme misconduct under the student disciplinary procedure. As such, this may lead to your removal from accommodation.
- ONE guest is allowed to stay one night per week per student in the student accommodation during the day or evening. This is only with the prior agreement of the Student Services Manager or their representative. This applies even if the student attends Askham Bryan College.
- Students aged under 18 must not enter accommodation that is for students aged over 18 and vice versa. Students aged under 18 who have been allocated room in a female block must not enter a male designated block; students aged under 18 who have been allocated room in a male block must not enter a female designated block.

- Students must make staff aware that they are leaving the campus during the evening or weekends. This can be via text or phone call to the Safeguarding Phone, an email to the Safeguarding team or by signing out on the fire sheet. You will be provided with the contact details for your site upon arrival at college.
- Students must not on any account change rooms without the express prior written consent of the Accommodation Manager or their representative.
- Students must not disturb their neighbours with an unreasonable level of noise at any time. Please refer to the Accommodation Handbook for campus specific curfew times.
- Students are responsible for any damage that is caused to the communal areas in the accommodation.
- To avoid damage to furniture and decoration, bicycles must not be kept in living accommodation.
- Pets must not be kept in your room. This includes hamsters, guinea pigs, mice, fish, reptiles and birds (this list is not exhaustive).
- Students must not engage in any form of trading activity or other commercial business from their room, or permit others to do so, or do so on behalf of others.
- The television licensing authority requires that television sets must be licensed and a current licence is produced on demand, even if you watch the television programmes on your computer.
- To maintain reasonable standards of hygiene in residential accommodation students must keep their study bedroom clean and tidy. Students must not move the bed from the position in which they found it on occupation. They must not replace the curtains provided with any others. Students are also responsible for ensuring that communal areas in the hostel are kept clean and tidy. Students must allow cleaning staff access to their room to carry out their normal schedule of cleaning duties.
- Students must not alter the decor of the room or any communal areas.
- Smoking is not permitted in any student accommodation or building on campus. The smoking areas around site must be used.
- Alcohol may not be consumed, produced or stored anywhere within residential accommodation for under 18 students. Students over 18 (and in our over 18 only accommodation) are permitted to consume and store a reasonable amount of alcohol for personal consumption in their own room. All under 18 hostels are alcohol free and alcohol must not be supplied to students aged under 18. Students aged under 18 found to be under the influence of alcohol may not be allowed to reside on site and their parents / guardians or other named responsible person will be called to collect the student if appropriate. Students found to be supplying under 18 students with alcohol will face disciplinary action and may be removed from accommodation as a result. Any student found to be in attendance at timetabled sessions under the influence of alcohol or other substances will face disciplinary action.
- The College operates a zero tolerance to supply, possession and use of drugs. Any student supplying, possessing or using drugs will face disciplinary action and may be excluded from the College.
- Interference with the operation of any security equipment, for example Salto access systems, puts at risk the security of residents and is a breach of this agreement.
- Students must vacate their rooms when directed to do so at the end of term and not return until the time and date communicated to them. These will be provided upon arrival at College.





## USEFUL TELEPHONE NUMBERS

Reception: 01904 772277

Safeguarding Line: 07773 312617

Accommodation Office: 01904 772246

Student Services: 01904 772201

## PRIVACY STATEMENT

To be able to provide you with student accommodation, the College has to process your personal data and in some cases also some sensitive data. By staying in accommodation, you agree to the College processing your personal and or sensitive data enable it to provide you with residential accommodation.

All data will remain at all times within the UK and European Economic Area (EEA) and you can withdraw your consent to this processing at any time although this will have impact on the College's ability to provide you with residential accommodation.

The College retains any data for seven years from the date of the application for successful applications, two years from the date of the application for unsuccessful ones. The College holds personal data in accordance with the College data retention policy which is available at [www.askham-bryan.ac.uk/the-college/college-policies](http://www.askham-bryan.ac.uk/the-college/college-policies). If you have any concerns about how the College is processing your personal data, these can be reported to the College Data Protection Officer at [judith.clapham@askham-bryan.ac.uk](mailto:judith.clapham@askham-bryan.ac.uk). Alternatively, you can make a complaint to the Information Commissioner's Office ("ICO") by contacting the ICO at [ico.org.uk/concerns](http://ico.org.uk/concerns).



Askham Bryan, York YO23 3FR

01904 772277

[enquiries@askham-bryan.ac.uk](mailto:enquiries@askham-bryan.ac.uk)